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ABSTRACT

AS PART OF THE REPORT ON THE CALIFORNIA STATE LIBRARY PROCESSING CENTER DESIGN AND SPECIFICATIONS, THIS VOLUME IS A CODING MANUAL FOR THE CONVERSION OF CATALOG CARD DATA TO A MACHINE-READABLE FORM. THE FORM IS COMPATIBLE WITH THE NATIONAL MARC SYSTEM, WHILE AT THE SAME TIME IT CONTAINS PROVISIONS FOR PROBLEMS PECULIAR TO THE LOCAL SITUATION. THIS CODING MANUAL ACCOMMODATES MONOGRAPHS ONLY (AS PRESENTLY DEFINED BY MARC), BUT IT IS COMPATIBLE WITH THE SERIALS SYSTEM NOW BEING DEVELOPED. AGAIN FOLLOWING MARC, THIS MANUAL DEALS ONLY WITH WORKS IN THE ROMAN ALPHABET. THE "ANGLO-AMERICAN CATALOGING RULES" HAVE BEEN USED FOR IDENTIFICATION AND DEFINITION OF CATALOG DATA, AND THE CODING ATTEMPTS TO BE CONSONANT WITH THESE RULES, AS FAR AS POSSIBLE. THE ARRANGEMENT OF THE MANUAL FOLLOWS THE DIVISION OF THE CATALOG CARD DATA INTO THREE FIELDS: THE A-FIELDS (WHICH REFER TO THE 'BODY' OR UPPER PART OF THE CARD, THE B-FIELDS (FOR NOTES, TRACINGS AND OTHER DATA IN THE LOWER PART OF THE CARD), AND THE I-FIELDS (FOR ADDED DESCRIPTION). EACH OF THESE SECTIONS HAS ITS OWN INTRODUCTION. WITHIN THE SECTIONS THE ARRANGEMENT IS IN ALPHABETICAL ORDER BY CODE LETTER. THERE IS AN INITIAL SECTION ON GENERAL EDITING INSTRUCTIONS THAT APPLY TO ALL FIELDS. (AUTHOR/JB)

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LI001 844

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CALIFORNIA STATE LIBRARY:

PROCESSING CENTER DESIGN AND SPECIFICATIONS

VOL. III: CODING MANUAL

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and
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April 1969

LI001 844

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INTRODUCTION

BACKGROUND AND SCOPE. This coding manual is part of a system for the conversion of catalog card data to a machine-readable form which is compatible with the national MARC system while at the same time containing provisions for problems peculiar to the local situation.

Our manual is larger and more complex than the MARC Subscribers Guide in its definition and coding of bibliographic fields. We have attempted to be quite specific in our discussions and instructions, with a liberal use of examples to illustrate possible cases and how to handle them.

The coding manual accommodates monographs only (as presently defined by MARC), but it is compatible with the serials system now being developed. Again following MARC, this manual deals only with works in the Roman alphabet.

The AA Rules have been used for identification and definition of catalog data, and our coding will attempt to be consonant with these rules, as far as possible. We do not provide for major re-cataloging of older records. They will be 'normalized' to the extent of rearranging data and making minimal changes in format, but the coded record will reflect, basically, the policies followed at the time of original cataloging. Any major re-cataloging must be done to the cards before they enter the coding process.

EDITORS. It is assumed that users of this manual (i.e., the editors) are conversant with library terminology and trained in standard (AA Rules) cataloging practice.

USE OF MANUAL. This manual is intended to be a reference tool. Therefore, there is an extensive index which includes cross references to related terms and subjects.

ORGANIZATION OF MANUAL. The arrangement of the manual follows our division of the catalog card data into three fields: the A-Fields (which refer to the 'body' or upper part of the card), the B-Fields (for notes, tracings and other data in the lower part of the card), and the I-Fields (for added description). Each of these sections has its own introduction. Within the sections the arrangement is in alphabetical order by code letter. There is an initial section on general editing instructions that apply to all the fields.

In discussing the fields we have attempted to put the simplest and most frequently occurring cases first, to aid in comprehending the meaning and function of the codes and to make the editing of the largest percentage of cases quick and routine. Whenever applicable, we have used the device of an 'EXCEPTION/IRREGULARITY' section following the normal case discussion, to include details of more complex or contradictory cases.

Examples are coded only for the specific point being discussed in that section. Thus any particular example cannot be used as a model for the coding of the entire card.

A small arrow (→) is used in the examples to indicate the data element being discussed.

A completed coding sheet appears on the following page.

CSL PROCESSING CENTER
INPUT CODING SHEET:
MONOGRAPHS

123456

/PN4121
.W347

/Weaver, Carl Harold, %d 1910-
/Speaking in public/%by, Carl H. Weaver. /New York,
/American Book Co/,1966,
/vii, 488 p. /illus. /23 cm.
f Includes bibliographies.

m ~~1~~. Public speaking. ~~I. Title.~~

s ~~PN4121.W347~~ w 808.51 x 66-711
~~CU 63~~

~~Library of Congress~~ ~~GUS~~

● Date 1 Date 2

Date 1	Date 2
1966	

● DATE TYPE:

bc 2 dates: 2d is ©
bm multiple date span
bn date not known
bq digits missing
br prev. published

ca LC call no. is bracketed

CATALOG SOURCE:

ea NAL
eb NLM
ec Coop. Cat.
ed NUC
ee other
ef orig. cat.

FORM OF REPRODUCTION:

ga microfilm
gb microfiche
gc micro-opaque
gd large-print

CONTENT FORM:

ha abstracts
hb bibliographies
hc catalogs
hd dictionaries
he encyclopedias
hh hndbks./manuals
hi indexes
hp progrmmd. texts
hr directories
hs statistics
hy yearbooks

TYPE OF WORK:

ia juvenile
ib fiction
ic autobiography
id biog.-indiv.
ie biog.-coll.

● TYPE OF ADDED ENTRY:

Series traced same as note	ja									
Series traced differently from note	jr									
Subject headings and subdivisions	jm	ta								
Non-subject/non-series tracings	jq									

GOVERNMENT PUBLICATION:

ka U.S. Federal
kb Cal State
kc Cal Co./Muni.
kd international
ke other govts.

ma conference pub.

na non-keyable data

qa cancel title added entry same as title

ra card lacks title traced same as short title

sa ____ % lang.

ta translation

MAIN ENTRY HEADING:

● ua ☐ type of main entry
ub m.e. is subject
uc m.e. is publisher
ud ✓ m.e. repeated in body

HOLDINGS:

	System ●	+Br ●	Total Copies Here
● wa	004	90	
wb			
wc			
wd			

● EDITOR rms

Mo.	Day	Yr.	Minutes
01	27	69	02

● = must always be filled in
•. = must frequently be filled in

KEYPUNCHER

Mo.	Day	Yr.	Minutes

GENERAL EDITING INSTRUCTIONS

GENERAL EDITING INSTRUCTIONS

LEGIBILITY + COMPLETENESS

Scan each coding sheet for legibility and completeness. If there are obvious problems such as no catalog card copy reproduced, one or more cards missing from a multi-card record (versos or extension cards not included), poor legibility of card copy or coding sheet pre-printed information, record is not for a monograph, record is not in Roman alphabet, etc., immediately mark the coding sheet with a brief note describing the problem and return it to the head editor. Go on to the next coding sheet.

SUPPLEMENTS, INDEXES, ETC. (DASH ENTRIES)

If a dash entry for an index, supplement, or continuation, etc., appears on the card, set the coding sheet aside in a special pile. (Do not confuse this case with those of an LC or local copy statement; see codes '*t', p. 95 and '*u,' p. 97.)

These coding sheets will be re-Xeroxed. The first copy will be edited for the main work on the card, and the second copy for the work in the dash entry. That is, the one catalog card will be used to generate two separate records.

For definition and instruction, see the pages on the coding of the dash entry at the end of the A-Field section, p. 51-57.

HANDWRITING

Writing used in coding on the catalog card copy and on the coding sheet boxes should be small but legible, precise, and clear.

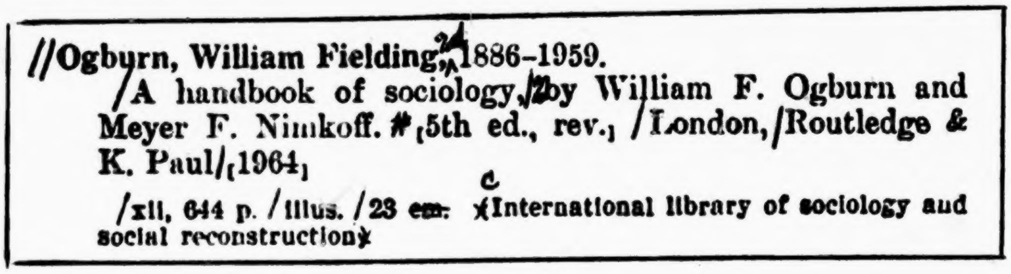
Lower case printed letters are used, except where instructions in the manual specify to the contrary. The alphabet letter following 'k' should be written in script form, with a loop, to avoid confusion with the number one.

The alphabet letter 'o' should be written with a loop at the top, to avoid confusion with the number zero. In determining from the printed card whether an 'o' or a zero is meant, look to the context in which the character appears.

PLACEMENT OF CODES

All codes and delimiters follow punctuation when they appear in the midst of the text.

EXAMPLE:



//Ogburn, William Fielding, 2d 1886-1959.
/A handbook of sociology, /2by William F. Ogburn and Meyer F. Nimkoff. #[5th ed., rev.] /London, /Routledge & K. Paul/[1964]
/xii, 644 p. /illus. /23 ~~em.~~ c x(International library of sociology and social reconstruction)x

SPECIAL SYMBOLS TO BE REGARDED AS 'DATA', NOT 'CODES'.

It may occur that symbols which we use as codes appear in the printed data on the card, as part of the title, note, or elsewhere.

Those symbols involved are:

- /
- *
- #
- %
- +
- !
- $ (see note below)

Such symbols must be specially marked; otherwise, the computer will mistake the symbols for codes. The 'at' sign (@) will be used to enable the computer to recognize the symbol as being a part of the natural text rather than as a coding symbol.

Insert the '@' sign just in front of the symbol.

NOTE: There is an exception to this procedure with the last symbol, the dollar sign. When it is used as the code for Bibliographic Price (see p.47), in the cases of U.S., Australian, and Canadian currencies the data may appear as follows, after the editing has been done:

$$5 Aust.
$$10.50 Can.
$$6.95 (U.S.)

Here it is NOT necessary to insert the 'at' sign to maintain the clarity of meaning of the text.

NORMALIZATION

The editor will do only minimal 'normalization' of the catalog card data to bring them into conformity with current practice.

Make no attempt to modernize stylistic and printing practices found on older LC cards, except that parentheses of the non-standard form '⟨⟩' should be rounded to the standard '()'.

UNKEYABLE DATA

For instructions as to how to handle characters or symbols that are not standard, see I-Field 'na', p.165.

MISPRINTS, MIS-SPELLINGS, ETC.

The card will be input as the data stand, except in the case of a misprint that was unintentional, such as transposed letters, missing letters, broken letters, etc. When it can be determined that such mistakes are unintended, make the appropriate corrections.

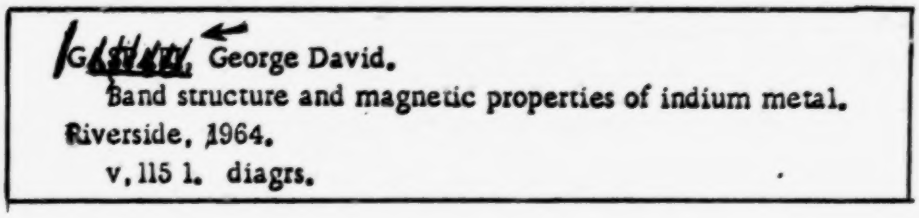
NOTE: Intentional mis-spellings or other departures from accepted usage are signalled by a bracketed 'sic' on the card following that data that are in error. Do not do anything to these.

DECAPITALIZATION

Do not change words in headings that are not capitalized but should be. However, certain libraries capitalize such elements as the entire surname in main entry headings on their cards. Mark such names to show that only the first letter is to be capitalized: put slash marks through the letters to be 'decapitalized' and underlining them.

These instructions also hold for subject tracings appearing on the verso of the card.

EXAMPLE:



G[illegible], George David.
Band structure and magnetic properties of indium metal.
Riverside, 1964.
v, 115 l. diagrs.

ITALICS

Italics will NOT be input as such. No editing is done to them.

SPACING

No space will be left between parts of headings, after initials, or after open dates for possible future additions. Close up spaces.

EXAMPLE: O'Connor, F G *

becomes:

O'Connor, F.G.
↑ ↑

Fisher, Joseph C --Bibl. *

becomes:

Fisher, Joseph C.--Bibl.
↑

Smith, William A., 1918- ed. *

becomes:

Smith, William A., 1918-,ed.
↑

SPACING (CONT.)

No spaces will be left between multiple initials in corporate as well as personal names.

EXAMPLE: IBM

U.S.

ADDITION OF PUNCTUATION

Certain editing actions may make necessary the addition of punctuation to the record to keep the data clear.

Insert periods after initials, in personal names, that have been kept 'open' in anticipation of discovery of the full name. (*See examples above.)

If there is an identifier or relator following such an initial, insert a comma after the period, to separate the name from the modifier.

EXAMPLE: Smith, J ⌣ A ⌣ **ed.**

becomes:

Smith, J.A.,**ed.**
↑ ↑↑

If there is a relator following an 'open' date, insert a comma after the open end of the date, to separate the date from the relator (*See example above.)

Close all brackets and parentheses left open.

DELETIONS

There are certain data, frequently present on the card, that are not to be input, and should be deleted by drawing a line through them, or in the case of parentheses or brackets, using 'x's.

A LIST OF STANDARD DELETIONS APPEARS BELOW. For more details, consult the instructions in the manual for the specific items, on the pages cited.

1. Everything crossed out on the card by the contributing library.
2. The abbreviation 'cm' and any fractions in the centimeter measurement in the collation. p. 45.
3. Arabic numerals preceding all subject added entry tracings.
4. Asterisk between subject heading numeral and the beginning of the heading itself.
5. Roman numerals preceding non-subject added entry tracings. p. 89.
6. 'Title', and colon if there is one, in title added entry tracings. p. 89.
7. 'Series', and colon if there is one, in series tracings. p. 62.
8. The phrase 'for Library of Congress' or 'Library of Congress' or 'Printed for...' in bottom left corner of card. p. 120.
9. Phrases attributing cataloging source to NAL or NLM in legend in bottom left corner of card, above 'for Library of Congress.' p. 110, 113.
10. Suffixes '*' and '‡' of the LC card number, and the '-ised' in the suffix 'Revised.' p. 105.
11. Catalogers initials.
12. Copyright number element on bottom of card.
13. LC card edition statement on bottom center of printed card, usually just to right of guard hole.
14. Library holdings notation. p. 19, 181.
15. NUC symbols and holdings notation.
16. Acronyms 'NLM' or 'NAL' or similar abbreviations or identifying phrases in special data paragraphs. p. 110.
17. Ellipses only at the beginning of title statement.
18. Ellipses within the series-traced-same note. p. 67.
19. 'CONTENTS', and em-dash if present, preceding contents note if it contains only incomplete contents. p. 80.
20. Introductory Captions and other non-relevant words, such as 'on cover,' etc., in series-traced-same notes. p. 67.

DELETIONS (CONT.)

21. 'PL 480' in Overseas Acquisition Number. p. 106.
22. Maltese cross and parentheses associated with LC Call Number. p. 94.
23. Long em-dashes preceding dash entries (both supplements, etc. and copy statements). p. 5, 95.
24. Phrases, abbreviations and symbols indicating branch location, in conjunction with the main call number or local copy statement. p. 19, 98.
25. The LC, Dewey, or NLM call number if it is identical to the local master call number (first A-Field). p. 93, 103, 113.
26. Call number of local library added copy, if it is identical to local master call number. p. 98.
27. Parentheses around series notes and tracings. p. 62.
28. Parentheses around National Bibliography Number. p. 74.
29. Parentheses around 'LACAP' in Overseas Acquisition Number. p. 106.
30. Parentheses and two spaces around alphabetic content signals accompanying Dewey number. p. 104.
31. Brackets in main and added entries, in series-traced-same notes, and series tracings.
32. Brackets around Bracketed LC Call Number. p. 94.
33. Brackets around variant name notes, if any. p. 121.
34. Brackets around NLM special data paragraph. p. 110.
35. Brackets around Interposed Uniform Title. p. 23.
36. Heading and repeated data on extension cards. p. 9.
37. Corner marks when there is no uniform title main entry heading and no interposed uniform title. p. 13.

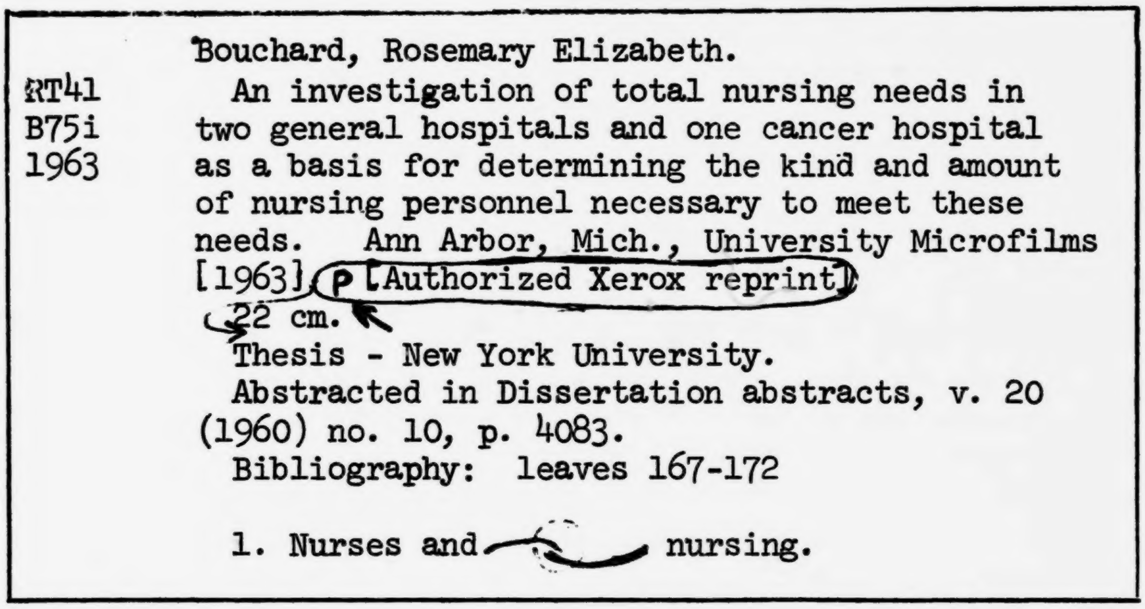
ALTERING OF FORMAT

Generally speaking, we will respect the vagaries of data placement of the local libraries when the items can be properly coded and identified as they stand and sequence is not relevant.

When position is important, and the altering of format can be easily effected, indicate the rearrangement of data by the use of arrows, and encircling, if necessary.

In cases of doubt, consult the head editor.

EXAMPLE:



RT41
B75i
1963

Bouchard, Rosemary Elizabeth.
An investigation of total nursing needs in two general hospitals and one cancer hospital as a basis for determining the kind and amount of nursing personnel necessary to meet these needs. Ann Arbor, Mich., University Microfilms [1963] p [Authorized Xerox reprint]
22 cm.
Thesis - New York University.
Abstracted in Dissertation abstracts, v. 20 (1960) no. 10, p. 4083.
Bibliography: leaves 167-172

1. Nurses and nursing.

EXTENSION CARDS

Delete all data appearing on the first card that are repeated at the head of successive extension cards. Such data will usually be the call number, heading, title, date, and the indication '(card 2)'.

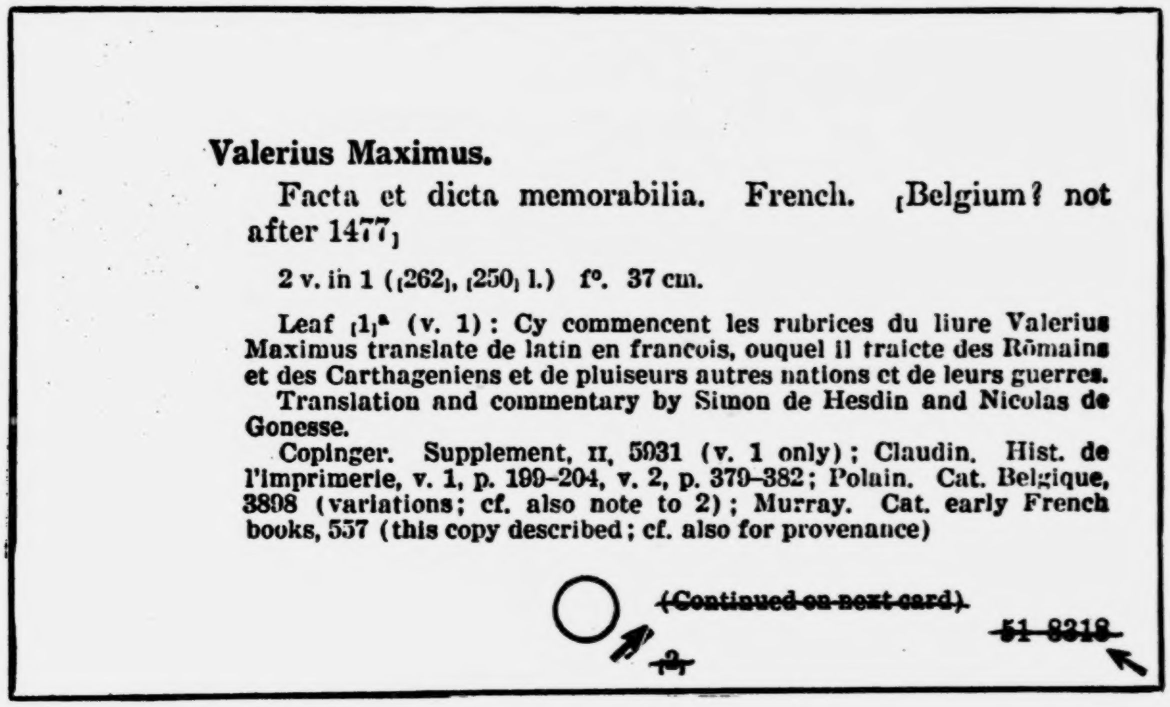
Delete such phrases as 'continued on next card,' 'see next card,' 'contents--continued,' etc.

Sometimes some but not all of the LC data usually found at the bottom of the card (LC call number and legend, LC card edition statement, DDC number, LC card number) will appear on the first card, with this repeated plus the other usual information found at the bottom of the last card. In this case, delete the partial information on the first card, and code the full sequence on the last card.

In cases in which this LC data is spread between or amongst the cards, that is, the full sequence does NOT appear on any one card, the editor must use his judgment in editing, making sure to code properly all the data that do appear and to lose nothing.

EXTENSION CARDS (CONT.)

EXAMPLES:



Valerius Maximus.

Facta et dicta memorabilia. French. [Belgium? not after 1477]

2 v. in 1 ([262], [250] l.) f°. 37 cm.

Leaf [1]ᵃ (v. 1): Cy commencent les rubrices du liure Valerius Maximus translate de latin en francois, ouquel il traicte des Rômains et des Carthageniens et de pluiseurs autres nations et de leurs guerres.

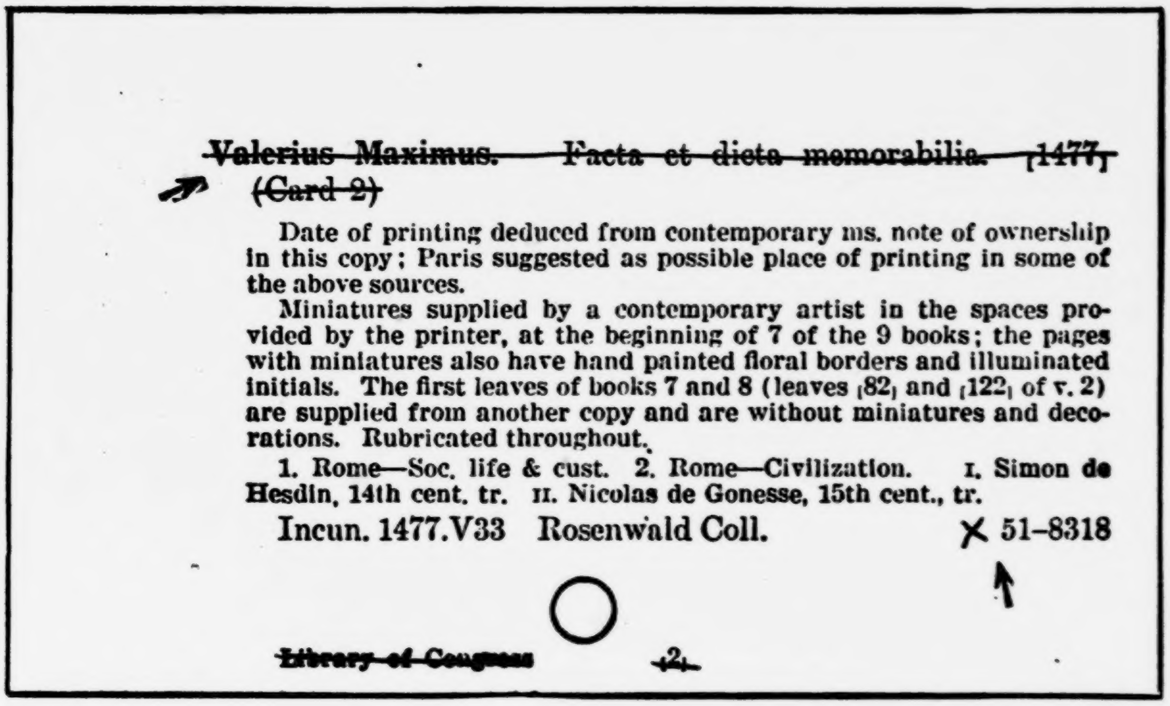
Translation and commentary by Simon de Hesdin and Nicolas de Gonesse.

Copinger. Supplement, II, 5931 (v. 1 only); Claudin. Hist. de l'imprimerie, v. 1, p. 199–204, v. 2, p. 379–382; Polain. Cat. Belgique, 3898 (variations; cf. also note to 2); Murray. Cat. early French books, 557 (this copy described; cf. also for provenance)

~~(Continued on next card)~~

~~51-8318~~

~~[2]~~



~~Valerius Maximus. Facta et dicta memorabilia. [1477]~~
~~(Card 2)~~

Date of printing deduced from contemporary ms. note of ownership in this copy; Paris suggested as possible place of printing in some of the above sources.

Miniatures supplied by a contemporary artist in the spaces provided by the printer, at the beginning of 7 of the 9 books; the pages with miniatures also have hand painted floral borders and illuminated initials. The first leaves of books 7 and 8 (leaves [82] and [122] of v. 2) are supplied from another copy and are without miniatures and decorations. Rubricated throughout.

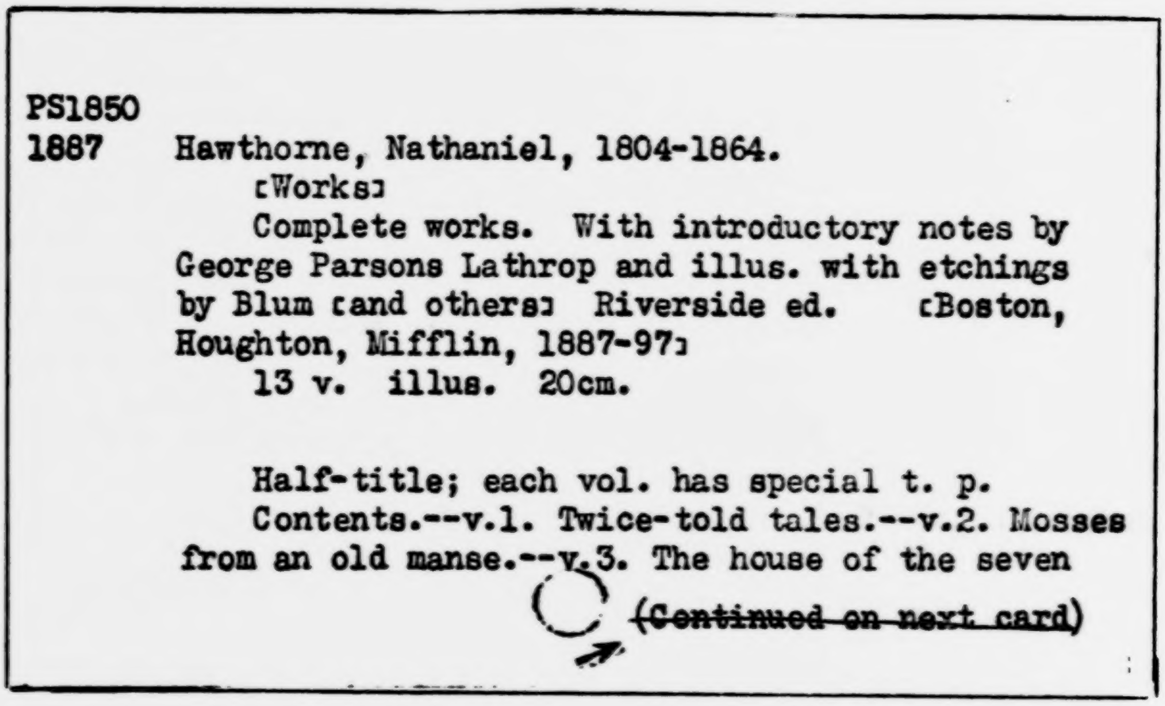
1. Rome—Soc. life & cust. 2. Rome—Civilization. I. Simon de Hesdin, 14th cent. tr. II. Nicolas de Gonesse, 15th cent., tr.

Incun. 1477.V33 Rosenwald Coll. ✗ 51-8318

~~Library of Congress~~ ~~[2]~~

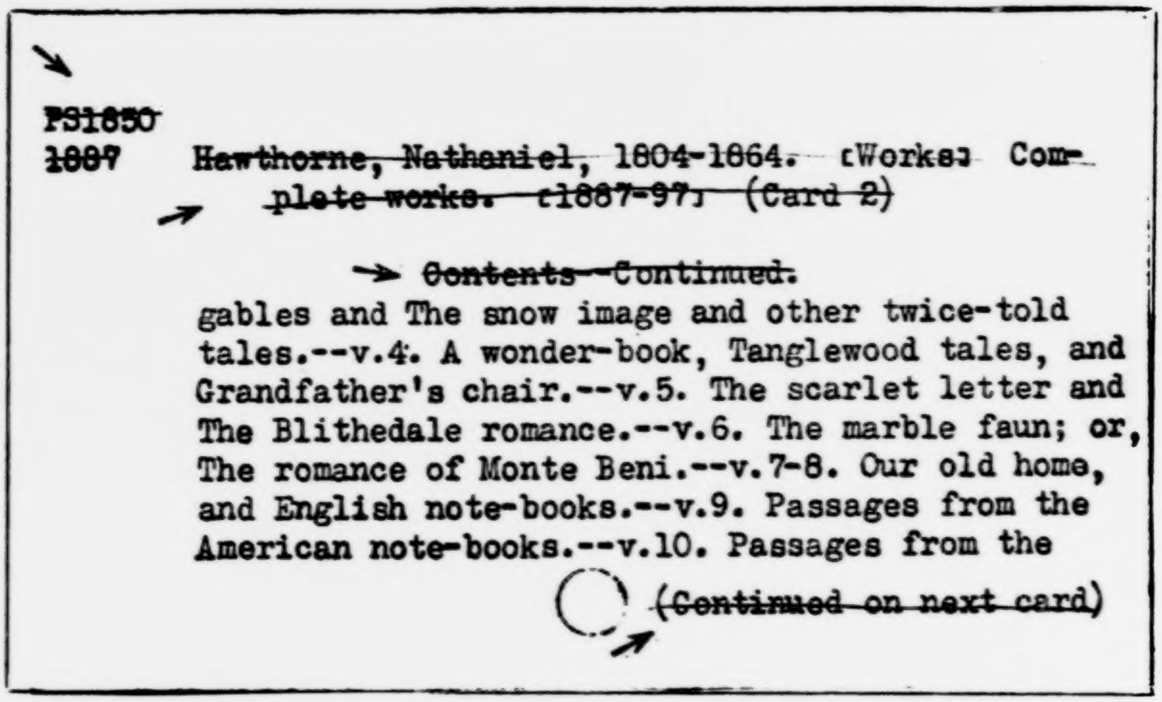
EXTENSION CARDS (CONT.)

EXAMPLES:



PS1850
1887 Hawthorne, Nathaniel, 1804-1864.
[Works]
Complete works. With introductory notes by George Parsons Lathrop and illus. with etchings by Blum [and others] Riverside ed. [Boston, Houghton, Mifflin, 1887-97]
13 v. illus. 20cm.

Half-title; each vol. has special t. p.
Contents.--v.1. Twice-told tales.--v.2. Mosses from an old manse.--v.3. The house of the seven
~~(Continued on next card)~~

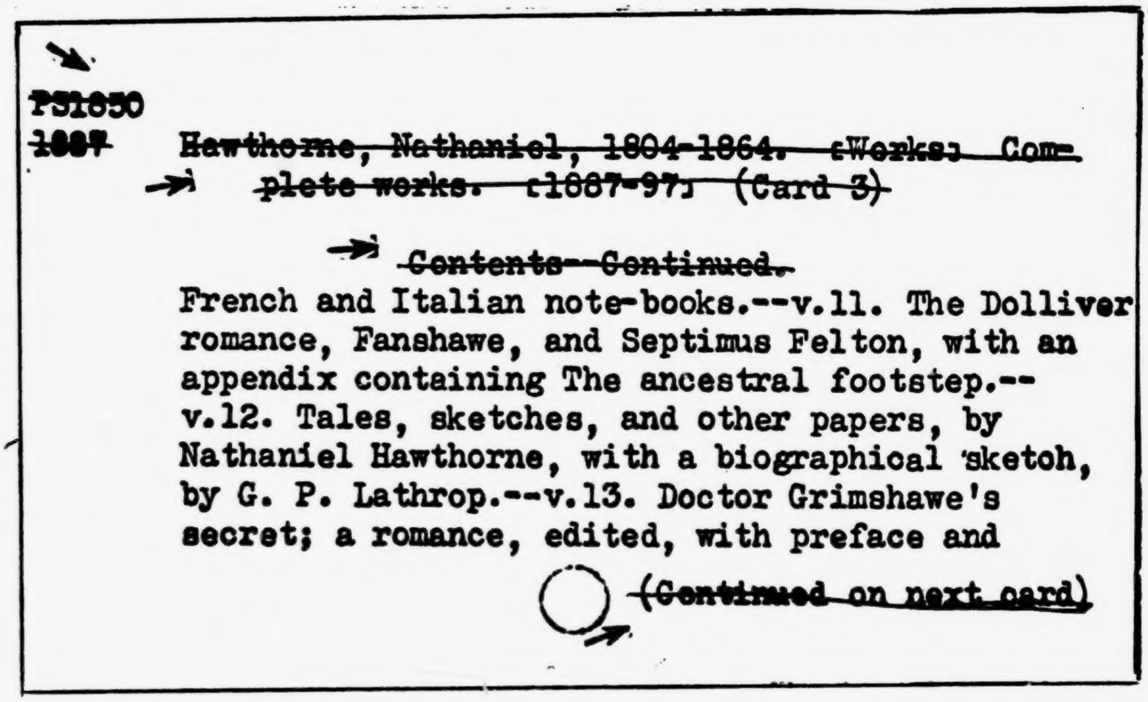


~~PS1850~~
~~1887~~ ~~Hawthorne, Nathaniel, 1804-1864.~~ [Works] Com-
~~plete works. [1887-97] (Card 2)~~

~~Contents--Continued.~~
gables and The snow image and other twice-told tales.--v.4. A wonder-book, Tanglewood tales, and Grandfather's chair.--v.5. The scarlet letter and The Blithedale romance.--v.6. The marble faun; or, The romance of Monte Beni.--v.7-8. Our old home, and English note-books.--v.9. Passages from the American note-books.--v.10. Passages from the
~~(Continued on next card)~~

EXTENSION CARDS (CONT.)

EXAMPLES:

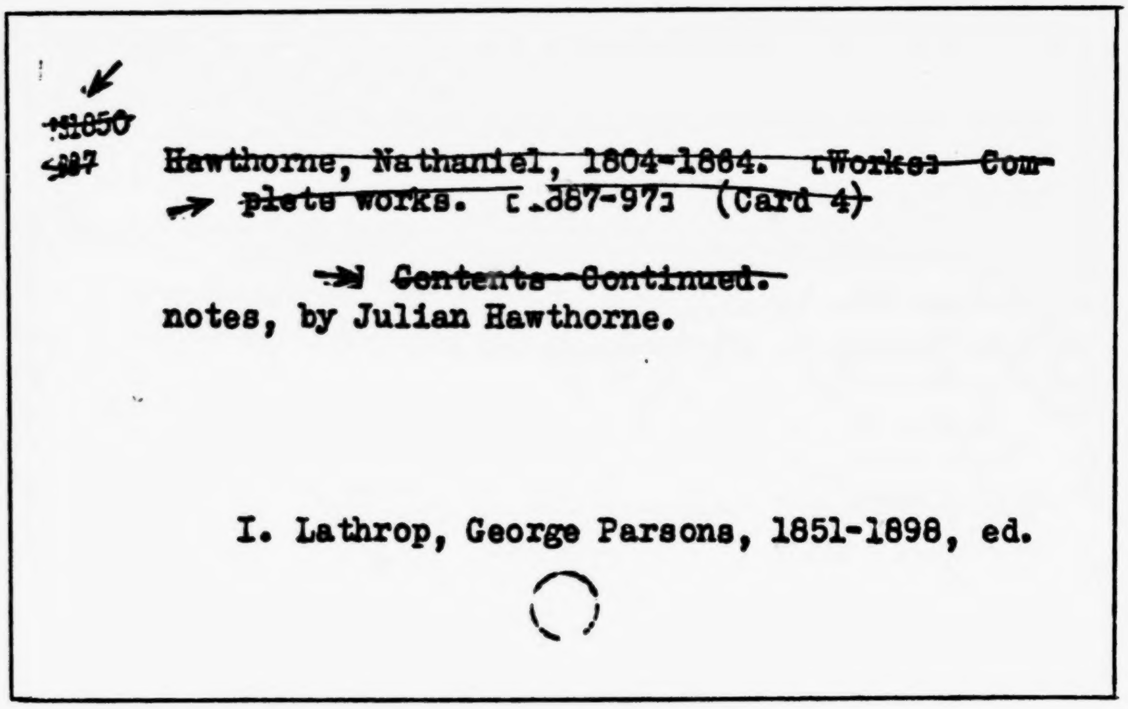


~~PS1850~~
~~1887~~ ~~Hawthorne, Nathaniel, 1804-1864. [Works] Complete works. [1887-97] (Card 3)~~

~~Contents--Continued.~~

French and Italian note-books.--v.11. The Dolliver romance, Fanshawe, and Septimus Felton, with an appendix containing The ancestral footstep.--v.12. Tales, sketches, and other papers, by Nathaniel Hawthorne, with a biographical sketch, by G. P. Lathrop.--v.13. Doctor Grimshawe's secret; a romance, edited, with preface and

~~(Continued on next card)~~



~~PS1850~~
~~1887~~ ~~Hawthorne, Nathaniel, 1804-1864. [Works] Complete works. [1887-97] (Card 4)~~

~~Contents--Continued.~~

notes, by Julian Hawthorne.

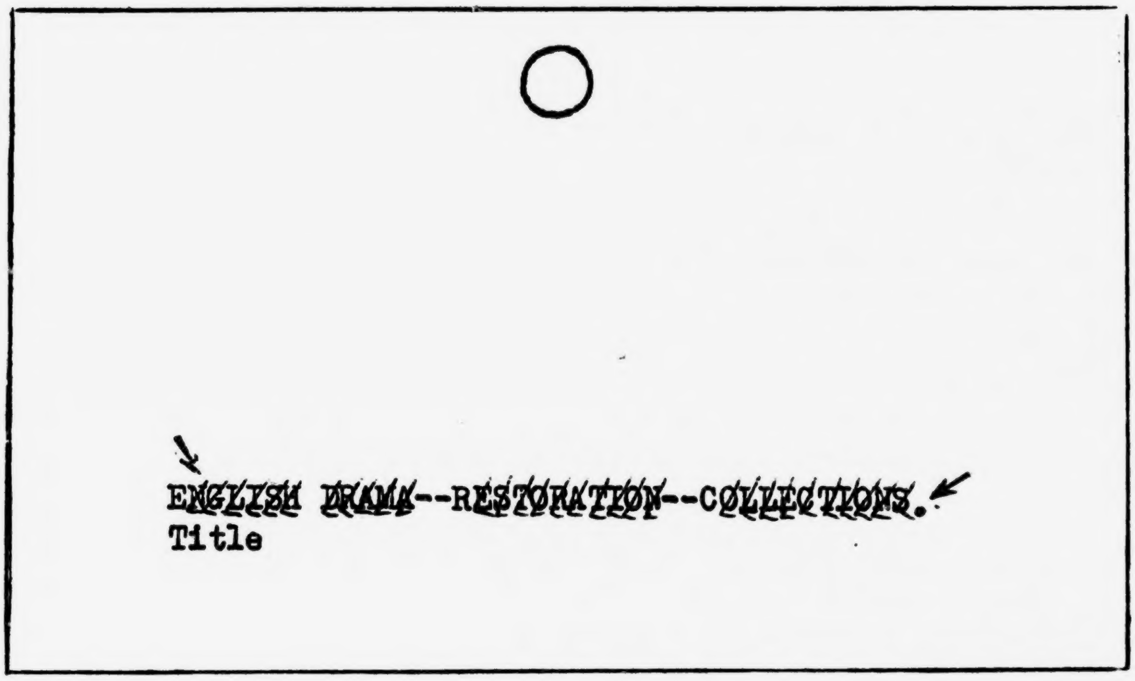
I. Lathrop, George Parsons, 1851-1898, ed.

VERSOS

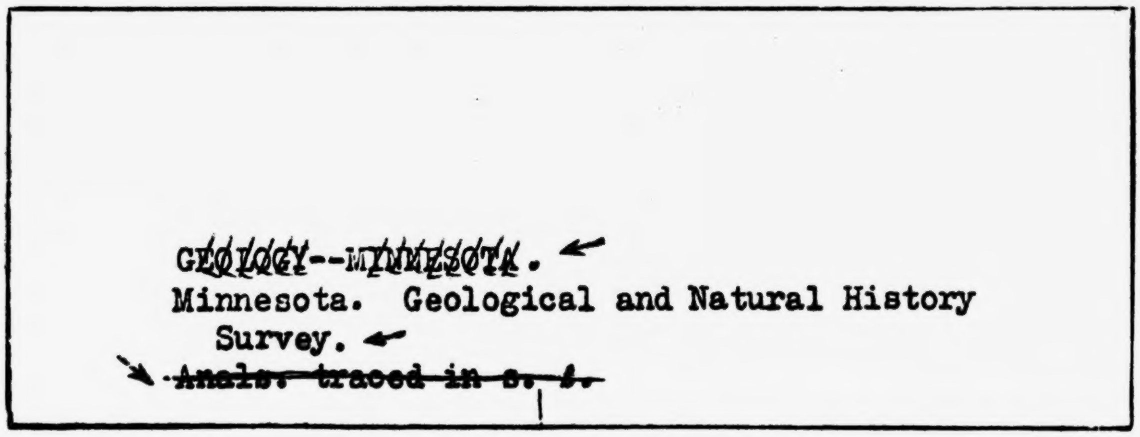
Delete such phrases as 'over' and 'see over'.

Delete see references, name or subject authority notes and other information not immediately pertinent to the specific catalog record.

Decapitalize subject headings that are all in caps on the verso, and put in periods at the end of headings.



ENGLISH DRAMA--RESTORATION--COLLECTIONS.
Title



GEOLOGY--MINNESOTA.
Minnesota. Geological and Natural History
Survey.
~~Anals. traced in s. f.~~

CORNER MARKS

For aid in filing, information is sometimes added to the upper right hand corner of the card to indicate language, editor, translator, etc., when there are many entries under the same heading.

NOTE: Do not confuse corner marks with Interposed Uniform Title in this variant position. See p. 22.

WHEN THERE IS A UNIFORM TITLE ALSO PRESENT ON THE CARD EITHER AS A MAIN ENTRY HEADING OR INTERPOSED: use arrows, and encircling if needed, and add the information in the corner mark

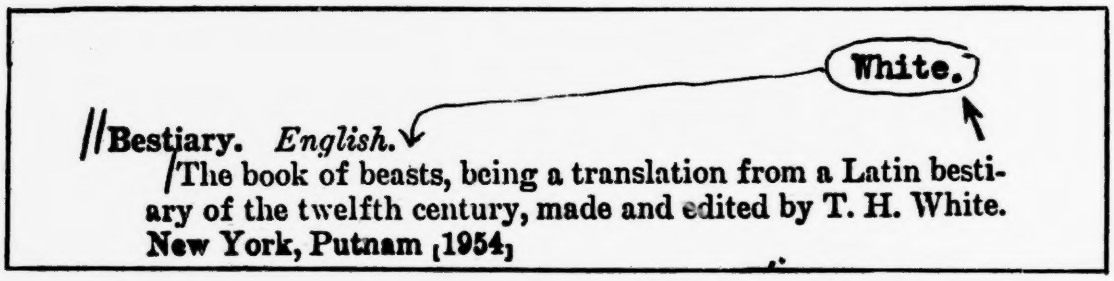
CORNER MARKS (CONT.)

on to the uniform title.

Insert a period after the corner mark data.

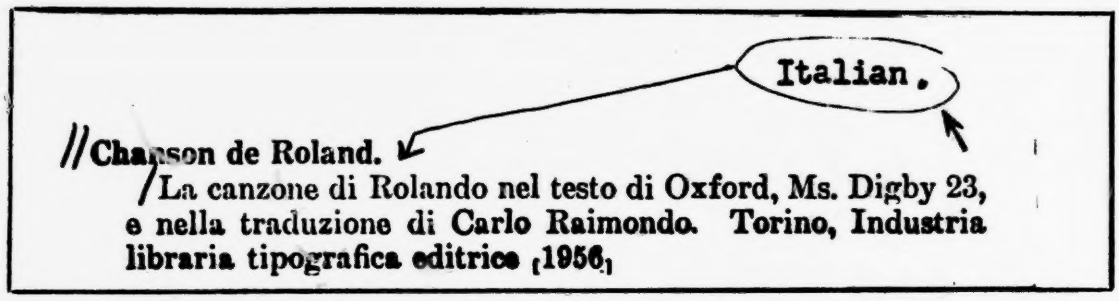
WHEN THERE IS NO UNIFORM TITLE AS A HEADING OR INTERPOSED:
Delete the corner mark.

EXAMPLE:



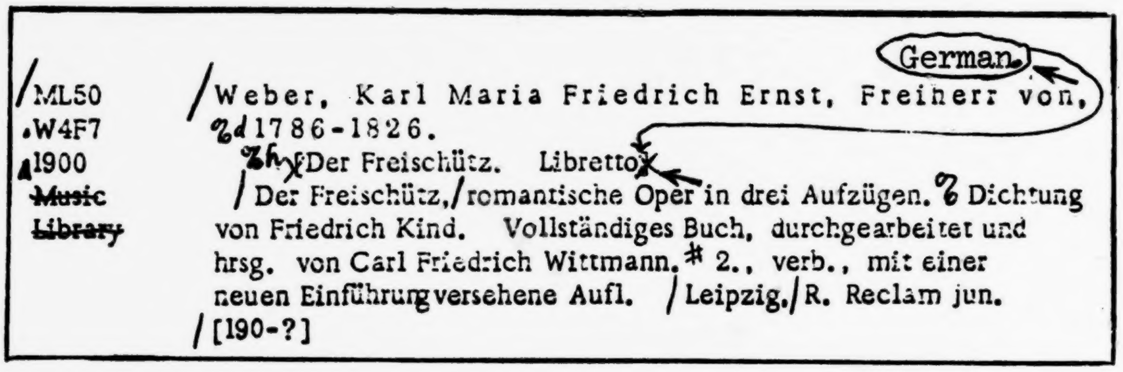
White.

//**Bestiary.** *English.*
/The book of beasts, being a translation from a Latin bestiary of the twelfth century, made and edited by T. H. White. **New York, Putnam ⌊1954⌉**



Italian.

//**Chanson de Roland.**
/La canzone di Rolando nel testo di Oxford, Ms. Digby 23, e nella traduzione di Carlo Raimondo. **Torino, Industria libraria tipografica editrice ⌊1956⌉**



German.

/ML50
.W4F7
1900
~~Music~~
~~Library~~

/Weber, Karl Maria Friedrich Ernst, Freiherr von, ǂd1786-1826.
ǂh Der Freischütz. Libretto.
/Der Freischütz,/romantische Oper in drei Aufzügen. ǂ Dichtung von Friedrich Kind. Vollständiges Buch, durchgearbeitet und hrsg. von Carl Friedrich Wittmann.# 2., verb., mit einer neuen Einführung versehene Aufl. /Leipzig./R. Reclam jun. /[190-?]

I-FIELD EDITOR BOX DATA

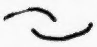
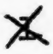
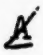
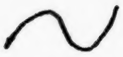
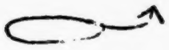
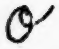
When you have finished editing the card and coding sheet, enter the following information in the box provided at the lower right part of the page: your initials, in lower case letters; the date, in two digit segments; and the number of minutes it took you to fill out the sheet (round to the next highest minute), in two digits.

EXAMPLE:

EDITOR: rms			
Mo.	Day	Yr.	Minutes
05	31	69	04

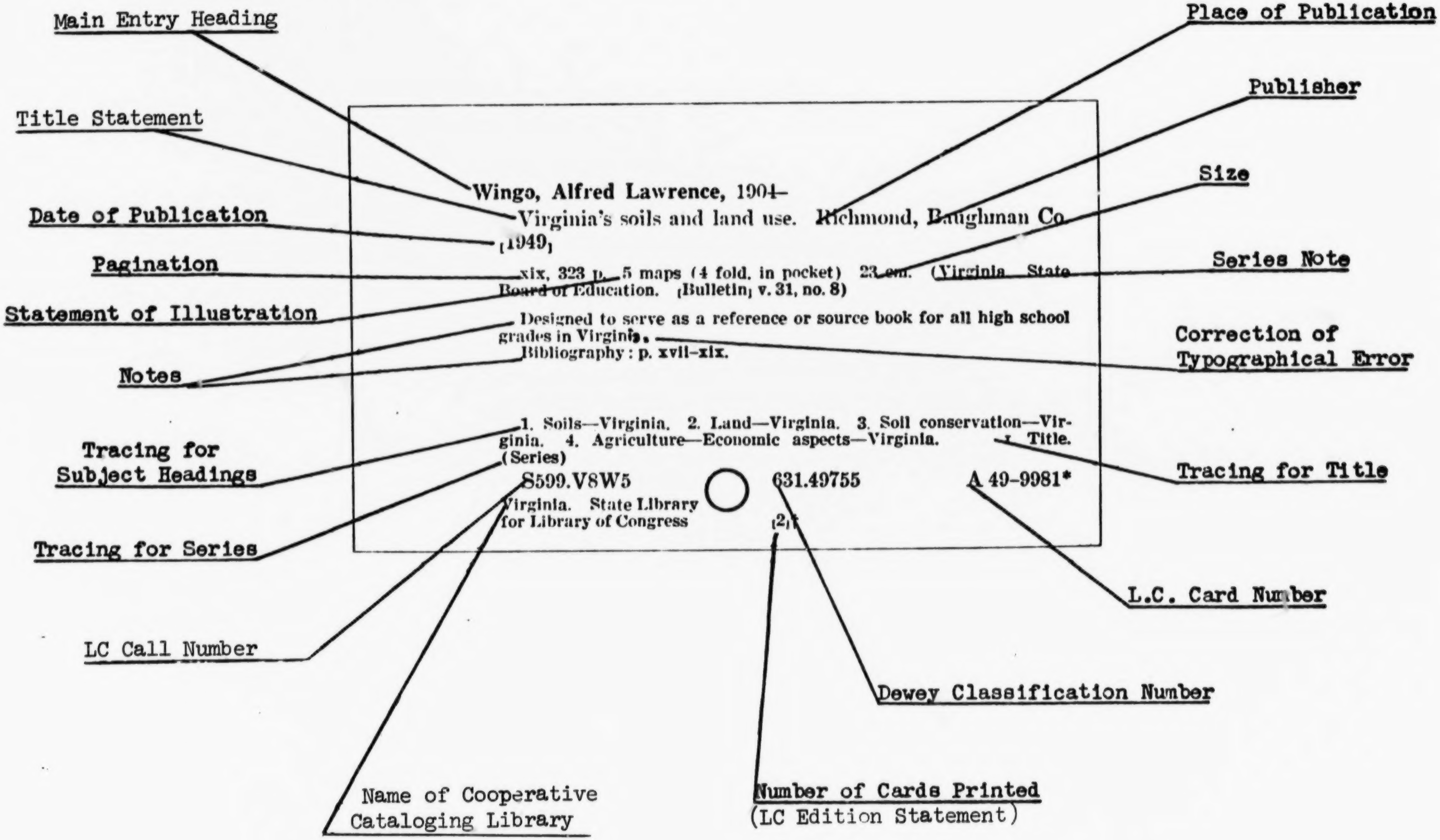
STANDARD PROOF MARKS

It is important that these proof marks be used in the editing of the cards; the keypunch operators will be instructed to recognize these marks, and use of non-standard marks will cause difficulty of interpretation and loss of time.

SYMBOL	EXPLANATION
Δ	Space
	Close up
∧	Insert
~~and~~	Delete
	Delete
$\underline{\underline{a}}$	Make upper case (Capitalize)
	Make lower case (Decapitalize)
	Transpose
	Rearrange
0	Zero
	O (letter)
/	Slash
1	One
I	Upper case i (letter)
z	z (letter)
2	Two
l	Lower case L (letter)

Specific instructions for the use of these marks are found in the text of the manual wherever they are applicable.

ITEMS ON A LIBRARY OF CONGRESS CARD



Wingo, Alfred Lawrence, 1904–

Virginia's soils and land use. Richmond, Baughman Co. [1949]

xix, 323 p. 5 maps (4 fold. in pocket) 23 cm. (Virginia. State Board of Education. [Bulletin] v. 31, no. 8)

Designed to serve as a reference or source book for all high school grades in Virginia.

Bibliography: p. xvii–xix.

1. Soils—Virginia. 2. Land—Virginia. 3. Soil conservation—Virginia. 4. Agriculture—Economic aspects—Virginia. I. Title. (Series)

S599.V8W5 631.49755 A 49-9981*

Virginia. State Library for Library of Congress [2]†

Main Entry Heading
Title Statement
Date of Publication
Pagination
Statement of Illustration
Notes
Tracing for Subject Headings
Tracing for Series
LC Call Number
Name of Cooperative Cataloging Library
Number of Cards Printed (LC Edition Statement)
Dewey Classification Number
L.C. Card Number
Tracing for Title
Correction of Typographical Error
Series Note
Size
Publisher
Place of Publication

A - FIELDS: INTRODUCTION

There are ten discrete items of catalog data appearing in the first part of the body of the card which are almost always present and which receive a uniform delimiter, the slash mark (/).

These items are called A-Fields, and each field receives a slash mark.

IF A FIELD IS ABSENT, A SLASH MARK IS STILL INSERTED. THERE SHOULD ALWAYS BE TEN SLASHES IN THE A-FIELDS AFTER THEY ARE COMPLETELY EDITED.

Within some of the ten fields there are sub-fields or other data which are to be identified by special coding and delimiting. Instructions for these conditions are found on the following pages under the discussions of the fields concerned.

The ten A-Fields are:

1. Local call number
2. Main entry heading
3. Short title
4. Title Elaboration, and remainder of title page transcription
5. Place(s) of publication
6. Publisher(s)
7. Date(s) of publication
8. Pagination
9. Illustrative matter
10. Size

A-FIELDS: BODY OF THE CARD

/ CALL NUMBER

DISCUSSION:

This field includes the classification number, the book number, and any letters or symbols of shelf location or size which precede or directly follow the call number.

There are two subfields to be delimited within this field:

%c copy data

%d shelf location

SUB-FIELD DEFINED

%c COPY DATA

Statements of the form 'copy 2.'

%d SHELF LOCATION

Written out form of shelf location, or letters or symbols of shelf location or size when they follow copy data (i.e., when they do not directly follow the call number.)

This sub-field does NOT include branch location.

LOCATION:

The call number is found in the upper left corner of the card.

INSTRUCTION:

Insert the slash before the call number, or symbol of shelf location or size if that is the first element in the call number. See the table, p.___, for location symbols.*

Delete any indication of branch location (symbol or written out.) Refer to the table, p.___, for branch names and codes.*

Delete statement of number of copies in this location, if present.

FOR LC-TYPE CALL NUMBER: Insert a decimal point just before the first Cutter number.

Insert a space mark in the left margin after the Cutter number and before any volume number or date.

Insert a comma just after a volume number when it is followed by a date.

FOR DC-TYPE CALL NUMBER: Insert a space mark in the left margin just before the Cutter number.

If an upper case letter 'O' appears in the classification number or Cutter number, remember to make a loop around the top of it, so that the key puncher will not punch the numeral zero.

Insert the delimiter '%c' before copy data.

Insert the delimiter '%d' before shelf location data that is spelled out, or symbols of shelf location or size, IF they follow copy data (if copy data is absent such symbols are treated as suffixes of the call number and included in that field.) Use this delimiter only once; more than one symbol or phrase may appear in this sub-field.

---

*Such tables must be provided for the particular catalog at the time of conversion.

If a shelf location or size, spelled out, appears before the call number, rearrange it to go after the call number data and code it '%d.'

See p.180 for instructions for filling in the holdings box ('wa') on the coding sheet.

EXAMPLE:

NOTE: Sample tables X and Y are provided for these examples, which are made up. When conversion is undertaken, real tables will be constructed listing the symbols used by the particular library. Special instructions may be added to this section at the time of conversion to deal with any peculiarities which are not covered by the general instructions.

/~~X~~F1414
. B49
Δ v.49,
1957

%d locked case
/ JS303
. 07055
Δ 1950

/E
744
. H43
Δ no.76
%c Copy 2

/ M1500
. M84
N62
Δ 1941

/r372.6
Δ R432
~~5 copies here~~

/920
Δ S31
%c copy 3
%d r

/PT
2603
. R397
A17
%d special
collections

/ **
q842
Δ M72zn
%c copy 2

/AB123
. R45
S6
*

/t025.3
Δ A512
%d Catalog
Section

ref
/ Z1007
. X49
%c Copy 13
%d v

%d oversize
/ PR370.5
. M8W450
~~hum~~

/ HX403
. M381
~~DOCS~~

Table X

BRANCHES	SYMBOL
Dawson Collection	d
Documents	DOCS
Humanities Library	hum

Table Y

LOCATION/SIZE	SYMBOL
Reference	r, ref.
Locked Case	v
Children's Collection	t
Rare Book Room	q
Oversize	**
Undersize	*
Catalog Section	
Special Collections	

MAIN ENTRY

DISCUSSION:

The official AA definition of main entry is: the heading under which a record is represented in the catalog, or, when there is no heading, the title. However, in this manual we include only the first part of the definition in the Main Entry field. The second part is included in the Short Title field. *

Thus this field applies ONLY to those main entries which are on a line by themselves and are followed by an indented paragraph. (i.e., Main Entry Headings).

THERE ARE TWO TYPES OF MAIN ENTRY: AUTHOR AND TITLE.

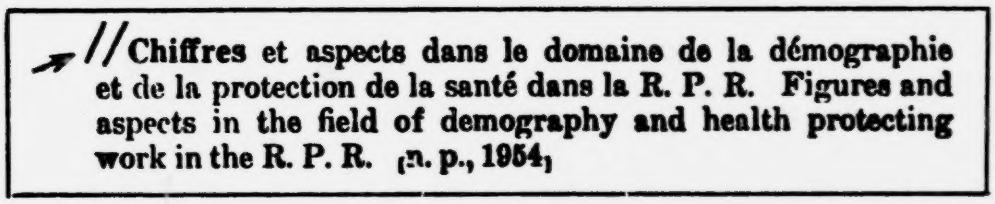
The author heading of ALL Author Main Entries goes in this field. Author Main Entries are divided into three kinds: Personal Author, Corporate Author, and Conference or Meeting. Each is discussed separately on the following pages.

There is only one type of title heading that goes in this field: Uniform Title. Instructions for Uniform Title Main Entry headings follow those for Author Main Entry.

See: I-Field boxes 'ua', 'ub', 'uc', and 'ud' refer to the Main Entry Heading. See pp. 174-179 . Be especially sure to fill in the 'ua' box when applicable.

* NOTE: When there is NO heading, title main entries (whether in hanging indention or in paragraph indention form) do NOT go in this field; they are included in the next A-Field, Short Title. In such cases the Main Entry field is 'empty', but the slash mark must still be inserted for that field, and another one for the Short Title field. Thus two slash marks will precede the Short Title.

EXAMPLE:



//**Chiffres et aspects dans le domaine de la démographie et de la protection de la santé dans la R. P. R. Figures and aspects in the field of demography and health protecting work in the R. P. R. [n. p., 1954]**

/ AUTHOR MAIN ENTRY

DISCUSSION:

There are three types of Author Main Entries: PERSONAL AUTHOR, CORPORATE AUTHOR and CONFERENCE OR MEETING.

Each type often has one or more sub-fields which have rather elaborate delimiter provisions, and, therefore, EACH IS DISCUSSED SEPARATELY ON THE FOLLOWING PAGES.

The instructions and examples below are for simple Author Main Entries that do not contain sub-fields.

INSTRUCTION:

Insert slash before the field. (This instruction applies regardless of the particular kind of Author Main Entry.)

EXAMPLE:

Personal Author, No Sub-fields	/**Wear, Bruce.** The bronze world of Frederick Remington. Tulsa, Okla., Gaylord, 1966.
Corporate Author, No Sub-fields	/**Public Education Association of the City of New York.** Georges Braque, 1882-1963; an American tribute. New York, 1964.

SUB-FIELD TO BE DELIMITED

%h INTERPOSED UNIFORM TITLE

DISCUSSION:

When works which have appeared under various titles or whose title is obscured by the wording on the title page are entered under an author main entry, a uniform title is supplied. It is enclosed in brackets and interposed between the author heading and the title statement.

Such interposed uniform titles are considered as a sub-field of the first A-Field (Main Entry).

DO NOT CONFUSE INTERPOSED UNIFORM TITLE WITH UNIFORM TITLE MAIN ENTRY HEADING: the latter appears on a line by itself before an indented paragraph, and is a type of main entry heading. See p. 33 .

Uniform titles in this position are also called 'filing titles' and 'conventional titles.'

The interposed uniform title is frequently found in catalog records for musical works.

LOCATION:

The normal position is described above. However a supplied uniform title may appear in variant positions, due either to policy or to lack of space between the author heading and the title.

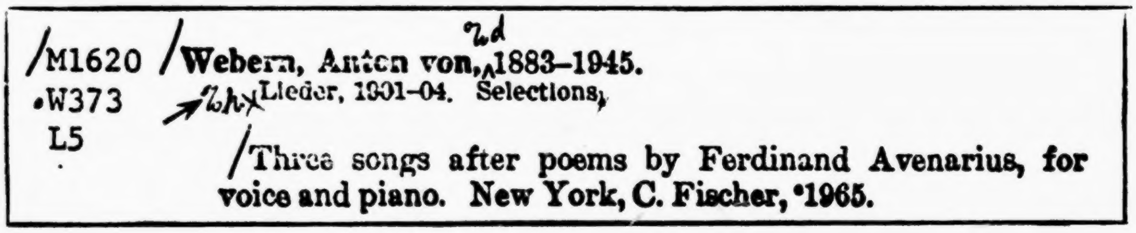
A frequent deviant location is the upper right corner of the card. Do NOT confuse the uniform title in this position with corner marks, for which see p. 13 .

INSTRUCTION:

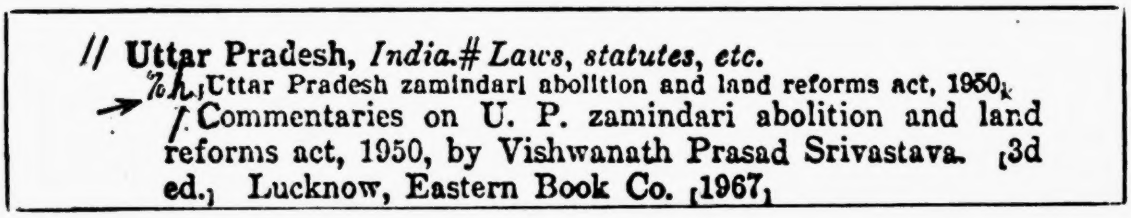
Insert code '%h' before the interposed uniform title. DELETE the brackets.

When the uniform title appears in a deviant position, delimit it as usual and, using arrows and encircling if needed, transpose it to the normal interposed position.

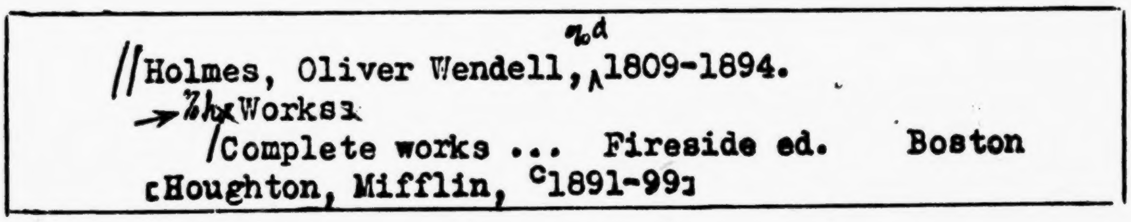
EXAMPLE:



%d
/M1620 /**Webern, Anton von,** ^ **1883-1945.**
.W373 → %h Lieder, 1901-04. Selections
L5
/**Three songs after poems by Ferdinand Avenarius, for voice and piano. New York, C. Fischer, °1965.**



// **Uttar Pradesh,** *India.*# *Laws, statutes, etc.*
→ %h [Uttar Pradesh zamindari abolition and land reforms act, 1950]
/**Commentaries on U. P. zamindari abolition and land reforms act, 1950, by Vishwanath Prasad Srivastava. [3d ed.] Lucknow, Eastern Book Co. [1967]**



%d
//Holmes, Oliver Wendell, ^ 1809-1894.
→ %h Works
/**Complete works ... Fireside ed. Boston [Houghton, Mifflin, c1891-99]**

WORDS TO BE TRANSPOSED

TITLES (SIR, LORD, MRS., ETC.)
Sometimes titles of nobility, honor and address appear on the catalog card between the forename and the surname: Transpose title so that it follows the forename. (See identifier sub-field for coding instructions.)

EXAMPLE:

NOT: Churchill, Sir Winston Leonard Spencer, 1874-1965

BUT: Churchill, Sir, Winston Leonard Spencer, 1874-1965

THUS: Churchill, Winston Leonard Spencer, Sir, 1874-1965

(Note the addition of the comma after Sir.)

* * *

DATES:
All dates not in the form prescribed in the AA code will be re-arranged to meet that form. (See date subfield for coding instructions.)

EXAMPLE:

NOT: Smith, John, Aug. 5, 1882- (ALA Rules)

BUT: Smith, John, (Aug. 5), 1882-

THUS: Smith, John, 1882 (Aug. 5)- (AA Rules)

(Note the deletion of the comma after Aug. 5.)

* * *

DATE MODIFIERS (b., d., fl.)
Modifiers added to birth and death dates or to dates of presumed activity will follow the dates. (See date sub-field for coding instructions.)

EXAMPLE:

NOT: Johnston, Carl F., fl. 1893-96

BUT: Johnston, Carl F., fl. 1893-96,

THUS: Johnston, Carl F., 1893-96, fl.

* * * * * * *

SUB-FIELDS TO BE DELIMITED

The following are the personal author sub-fields and the code for each:

%b	Numeration
%c	Identifier
%d	Date
%e	Relator
%x	Pseudonym
#	Form Subheading
$	Book Title

Whenever these sub-fields appear in the personal author field, they are to be delimited using the above codes.

SUB-FIELDS TO BE DELIMITED (CONT.)

These sub-fields are repeatable; that is, if the same sub-field appears more than once in the field, it will be delimited (using the same code) each time it appears. For instance, two identifiers after the name would be coded as follows: /Name, %cIdentifier, %cIdentifier.

* * * * * * *

SUB-FIELDS DEFINED

%b | NUMERATION

Roman Numerals which follow a surname or forename.

EXAMPLE: /Evans, Montgomery,%bII
/Alexander%bI, %cEmperor of Russia

NOTE: The purpose of this subfield is to separate Roman numerals from other information because a special algorithm will be required to file these in ascending numerical order.

Thus, the sub-field does NOT include the abbreviations for Junior and Senior (Jr., Sr.) or ordinal numbers (1st, 2nd, 3rd) preceding titles because these obviously are not Roman numerals.

'Jr' and 'Sr.' are treated as part of the name proper and are not specially delimited: /Fuller, James, Jr., %cRev.

Ordinal numbers are treated as part of the title (which is coded %c): Campbell, John, %c5th Duke of Argyll.

* * *

%c | IDENTIFIERS

All titles designating rank, office, nobility; terms of address; initials of academic degree or denoting membership in an organization; professions (e.g., 'clockmaker' or 'writer on aviation'); residence; as well as any other terms used to distinguish one name from another.

This does NOT include such terms as: ed., comp., illus., etc., which are designated relators and are discussed below.

Remember that titles frequently must be transposed -- see preceding page.

EXAMPLE: /Kames, Henry Home,%cLord
/Francisco d'Assisi,%cSaint
/Alexander %bI,%cEmperor of Russia
/Tourte, Jo Roger,%cMme.
/Campbell, John,%c5th Duke of Argyll

SUB-FIELDS DEFINED (CONT.)

%d DATES

Dates of birth, death or flourishing and any accompanying abbreviated modifiers.

Remember that dates and date modifiers frequently must be transposed--see above under 'Words to be transposed.'

EXAMPLE: Smith, John, %d1882 (Aug. 5)-

Johnston, Carl F., %d1893-96, fl.

* * *

%e RELATORS

Terms, usually abbreviated, which describe the relationship between the name in the main entry and the work, e.g., 'ed.', 'comp.', 'illus.', 'tr., 'jt. author', 'jt. comp.', 'supposed author'.

This sub-field also includes terms in the main entry which designate legal status in legal actions, e.g., 'appellant' and 'plaintiff'.

EXAMPLE: /Smith, Elsie, %d1900-1945, %eed.

* * *

%x PSEUDONYM

All names subsequent to the first one that are designated as pseudonyms and the designators themselves, whether accompanied by the additional name or alone.

EXAMPLE: /Gerard de Nerval, %xGerard Labrune, known as

/Eliot, George, %xpseud., i.e. Marian Evans, afterwards Cross

/Castle, John, %xpseud.

* * *

FORM SUBHEADING

Standardized phrases added to a heading in order to gather together in a file the records for certain kinds of materials.

EXAMPLE: /Aristotles. #Spurious and doubtful works

/Francesco d'Assisi, %cSaint. #Legend

SUB-FIELDS DEFINED (CONT.)

$ BOOK TITLE

The title of a book used in conjunction with an author heading.

/ AUTHOR MAIN ENTRY: CORPORATE NAMES

DISCUSSION:

Corporate names include governments and their agencies, societies, institutions, business firms, etc. Corporate names do NOT include conferences or meetings; these are discussed in the Author Main Entry section immediately following this.

SUB-FIELDS TO BE DELIMITED

The following are the corporate author sub-fields and the code for each:

%b	Sub-unit or Subheading
%e	Relator
#	Form Subheading
$	Book Title

Whenever these sub-fields appear in the corporate author field, they are to be delimited using the codes above.

As with Personal Authors, these subfields are repeatable; that is, if the same sub-field appears more than once in the field, it will be delimited (using the same code) each time it appears. For instance, the parent body followed by two sub-units would be coded as follows: /Parent body.%b Sub-unit.%b Sub-unit.

SUB-FIELDS DEFINED

%b SUB-UNIT OR SUBHEADING

All Subordinate units in the hierarchy which follow the name.

The name of a place at the beginning of a heading will be considered the highest hierarchical unit of the corporate name.

The term 'incorporated' in a firm name is NOT considered a sub-unit, and, therefore, it does not receive the delimiter: /Little (Arthur D.) inc.

EXAMPLE:

/Bell and Howell.%bMicro Photo Division

/California.%bUniversity.%bCollege of Environmental Design

/Cuyahoga Co., Ohio. %bLibrary

/U.S.%b87th Congress, 2d Session, 1962.%bHouse

IRREGULARITIES/EXCEPTIONS

PLACE NAMES

DISCUSSION:

Delimiters will NOT be used between parts of a place name separated by a comma (first example below), or the corporate name followed by a place name as a unit (second, third and fourth examples below).

IRREGULARITIES/EXCEPTIONS (CONT.)

EXAMPLE:

/Medina, Ohio.%bSenior High School.%bClass of 1967

/International Correspondence Schools, Scranton, Pa.

/National Research Council (Canada)

/Garrick Club, Cambridge

QUALIFIERS

DISCUSSION:

Delimiters will NOT be used with other identifying designations or qualifiers that appear in parentheses in corporate names, such as year of founding, type of religious order, clarifying terms such as 'Ship', and modifications of names such as initials or abbreviations of forenames added to a firm name, etc.

EXAMPLE:

/British Academy (Founded ca. 1712)

/Society of Friends (Hicksite)

/Bounty (Ship)

/Elks (Fraternal order)

/Brockhaus (F.A.) (Firm) Wiesbaden

%e RELATOR

Terms which describe the relationship between the corporate heading and the work cataloged.

EXAMPLE:

/Eastman Kodak Company of New Jersey,%edefendant-appellant

FORM SUBHEADING

Standardized phrases added to a heading in order to gather together in a file the records for certain kinds of materials.

EXAMPLE:

/U.S.#Laws, statutes, etc.

/Orthodox Eastern Church. #Liturgy and ritual

$ BOOK TITLE

The title of a book used in conjunction with a corporate name.

EXAMPLE: /U.S.%bDept. of State. $The Department of State Bulletin

/ AUTHOR MAIN ENTRY: CONFERENCE OR MEETING

SUB-FIELDS TO BE DELIMITED

The following are the conference or meeting sub-fields and the code for each:

%b	Number
%c	Place
%d	Date
%e	Subordinate Unit
%g	Other Miscellaneous Information
#	Form Subheading
$	Title of Book

Whenever these subfields appear, they are to be delimited using the above codes.

These sub-fields are repeatable (as are those under corporate names and personal author), and will be delimited (using the same code) each time they appear.

SUB-FIELDS DEFINED

%b NUMBER

Number of conference or meeting.

EXAMPLE:

/International American Conference. %b1st.

%c PLACE

Place where conference or meeting was held.

The place the conference was held can be made up of the name of an institution and/or place name.

EXAMPLE:

/International American Conference. %b1st,%cWashington, D.C.

/Conference on Categorical Algebra,%cUniversity of California, San Diego

/Paris. Peace Conference

NOTE: Contrary to the practice with the corporate names, a sub-field code is NOT placed after a name entered under place.

%d DATE

Date of conference or meeting.

SUB-FIELDS DEFINED (CONT.)

EXAMPLE:

/International American Conference. %b1st, %cWashington, D.C., %d1889-1890

%e SUBORDINATE UNIT

Sometimes a conference or meeting has a sub-unit, and perhaps more than one sub-unit. These sub-units may depart from the alphabetical order of the codes (that is, they may appear anywhere after the name of the conference), so the editor must keep a careful watch out for them.

EXAMPLE:

Sub-unit follows date:

International American Conference. %b1st, %cWashington, D.C., %d1889-1890. %eDelegation from Haiti

Sub-unit follows parent name:

American Medical Association. %eCongress, %b33rd, %cNew York, %d1954

%g OTHER MISCELLANEOUS INFORMATION

Any additional data that does not fit into any other sub-field.

EXAMPLE:

/International Congress of Architects. %b15th, %cWashington, D.C., %d1939. %g(Projected, not held)

FORM SUBHEADING

Same as Form Subheading under 'Corporate Name'.

$ TITLE OF BOOK

The title of a book used in conjunction with an author heading.

EXAMPLE:

/Symposium on Physical Activity and the Heart, %cHelsinki, %d1964, $Proceedings

/ UNIFORM TITLE MAIN ENTRY

DISCUSSION:

A uniform title heading is a standardized title chosen to bring together in a file all records for a work when its editions, translations, etc., have appeared under various titles, and which have NOT been entered under an author heading.

The types of work which are entered under a uniform title main entry heading include:

SACRED SCRIPTURES

Example: /Bible. English. 1952. Revised standard.

The Holy Bible. Revised standard version...

/Vedas. German. Selections.

* * * * *

ANONYMOUS CLASSICS

Example: /Orfeo (Middle English poem)

Sir Orfeo; edited by A.J. Bliss...

/Chanson de Roland.

La Chanson de Roland...

* * * * *

ANONYMOUS WORKS WITHOUT TITLES

Example: /Treatyse of a galaunt.

Here begynneth a treatyse of a galaũt...

/Edda Snorra Sturlusonar.

Codex Wormianus (The Younger Edda) Ms. no. 242 fol. in the Arnamagnean collection...

* * * * *

EARLY COLLECTIONS ENTERED UNDER TITLE

Example: /Book of Leinster.

The Book of Leinster, sometimes called the Book of Glendalough, a collection of pieces (prose and verse)...

/Tell el-Amarna tablets.

...Oriental diplomacy: being the transliterated text of the cuneiform despatches...

* * * * *

NAMES OF PERIODICALS USED AS AUTHOR HEADING

Example: /Blackwood's Edinburgh magazine.

Humorous tales from Blackwood...

/**Dædalus.**

The Negro American. Edited and with introductions by Talcott Parsons and Kenneth B. Clark, and with a foreword by Lyndon B. Johnson. Illustrated with a 32 page portfolio of photos. by Bruce Davidson, selected and introduced by Arthur D. Trottenberg. Boston, Houghton Mifflin, 1966.

xxix, 781 p. illus. 24 cm. (The Daedalus library ͵v. 7͵)

→Most of the essays, some in slightly different form, appeared originally in the Fall 1965 and Winter 1966 issues of Daedalus.

Includes bibliographical references.

* * * * *

NAMES OF RADIO AND TELEVISION PROGRAMS AND MOTION PICTURES

Example: /Americans at work (Radio program)

Americans at work. May 20, 1939-...

/The Family Hour (Radio program)

United nations; six radio dramatizations presented on "The family hour"...

* * * * *

SOME TREATIES AND INTERGOVERNMENTAL AGREEMENTS

Example: /Universal copyright convention.*

Copyright. Treaty series, n. 66 (1957) Universal copyright convention, with protocols...

/Convention regarding the status of aliens.*

Convención sobre condiciones de los extranjeros, celebrada entre los Estados Unidos Mexicanos y varias naciones...

*NOTE: With headings which contain the word 'convention' care must be taken to determine whether the term refers, as above, to an agreement or decision, or rather to a meeting, as for example in 'Republican National Convention...', which would be considered an Author Main Entry heading, type: Conference or Meeting.

/Treaty of Portsmouth, 1905.

SUBFIELD TO BE DELIMITED

$ | BOOK TITLE

Insert a dollar sign delimiter ($) before the title of a book used in conjunction with a uniform title heading.

EXAMPLE:

/Siege d'Orléans (Mystery play)$ Saint Joan of Orleans.
/Bible.$ N.T. Greek. 1905?

/ SHORT TITLE

FUNCTION:

The Short Title consists only of that part of the entire title by which we would ordinarily refer to the work, or that part which is sufficient to distinguish it from any other work.

THIS FIELD DOES NOT NECESSARILY INCLUDE THE ENTIRE TITLE as transcribed from the title page; any explanatory sub-titles, author and/or illustrator statements, editions, etc. belong in the next A-Field, Title Elaboration.

The short title ends at the first major mark of punctuation in the title statement, unless

a. It is a colon, or
b. There is no mark of punctuation until the end of a very long title, or
c. Title is non-distinctive, or
d. There are several literary units cited on the title page or the title is given in more than one language, or
e. The title is in the form of a name.

For these cases, see below under IRREGULARITIES AND EXCEPTIONS

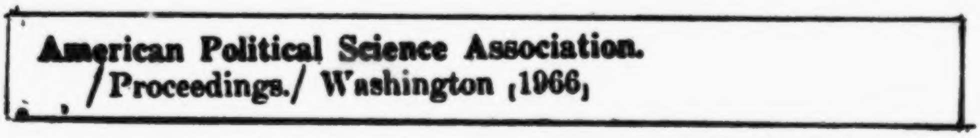
SEE:

Title Elaboration field, p.40 , for instructions on subtitles and all other catalog card information after the short title and before the imprint.

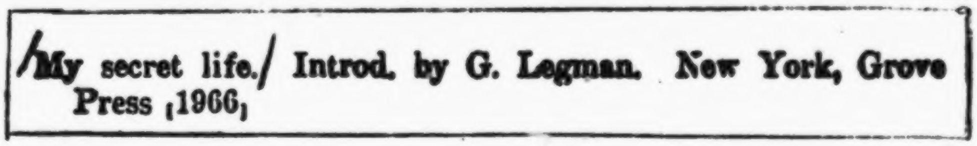
INSTRUCTION:

Insert slash before the Short Title. The end of the Short Title is signalled by the slash for the Title Elaboration field.

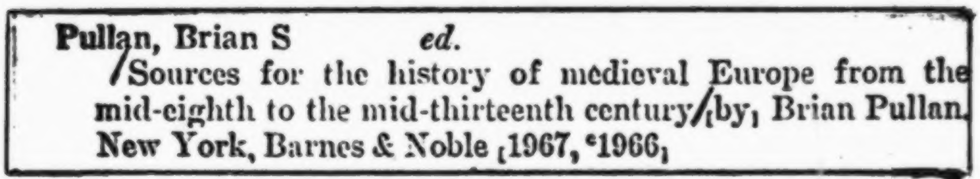
EXAMPLE:



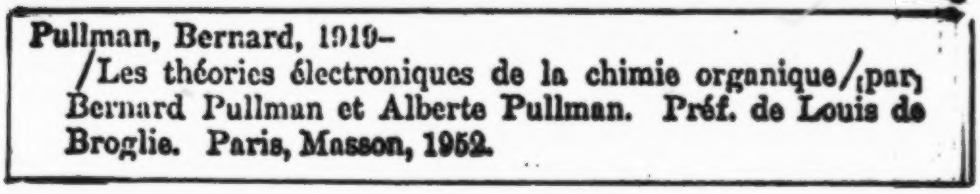
American Political Science Association.
/**Proceedings.**/ **Washington [1966]**



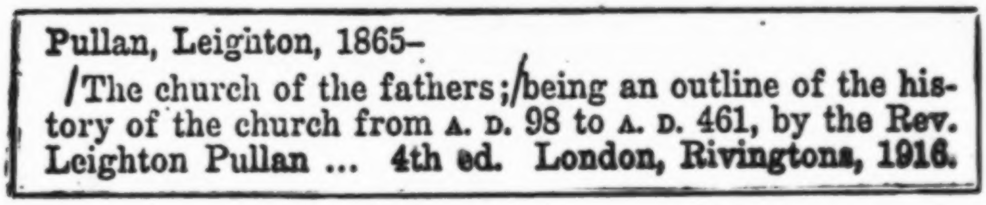
/**My secret life.**/ **Introd. by G. Legman. New York, Grove**
Press [1966]



Pullan, Brian S *ed.*
/Sources for the history of medieval Europe from the
mid-eighth to the mid-thirteenth century/[by] Brian Pullan.
New York, Barnes & Noble [1967, ©1966]



Pullman, Bernard, 1919–
/**Les théories électroniques de la chimie organique**/[par]
Bernard Pullman et Alberte Pullman. Préf. de Louis de
Broglie. Paris, Masson, 1952.



Pullan, Leighton, 1865–
/The church of the fathers;/**being an outline of the history of the church from A. D. 98 to A. D. 461, by the Rev.**
Leighton Pullan ... 4th ed. London, Rivingtons, 1916.

Pulleyn, William.
/The etymological compendium;/or, Portfolio of origins and inventions ... containing a particular account of London and its public buildings ... By William Pulleyn. The 2d ed., considerably enl. ... London, T. Tegg; ₍etc., etc.₎ 1830.

/**Little Snowdrop,** the unbaptised one;/or, The story of the three baptisms. By the author of Blind Agnese, Genevieve, &c. New ed. London, Burns and Oates; New York, Catholic Publication Society Co. ₍n. d.₎

IRREGULARITIES/EXCEPTIONS

1. If the first mark of punctuation is a colon, select a logical break point that is such that the length of the resultant added entry phrase is two lines or less (i.e., 49 characters per line, including spaces and punctuation). The logical break point will often not be the next succeeding mark of punctuation. It may be the end of the title sentence, or the end of a logical clause, or merely a meaningful phrase.

EXAMPLE:

/Immigrant city: Lawrence, Massachusetts, 1845-1921.
/ Chapel Hill,...

/Encyclopedias: their history throughout the ages; /a
bibliographical guide...%by Robert Collison

/Therapeia: Plato's conception of philosophy. / Chapel
Hill,...

/Liquids: structure, properties, and analysis. /%Prepared
for...

/Anahuac: tale of a Mexican journey. /%Translated by...

/Liquor: the servant of man, /%by...

2. If there is no mark of punctuation in the title, use the whole title unless it exceeds the two line (98 character) limit, in which case select a meaningful clause or phrase as the delimiting point.

EXAMPLE:

/Los quarenta libros del compendio historial de las
chronicas y universal historia/de todos los reynos
de Espana. Barcelona,...

3. If the title added entry is cancelled because the title is non-distinctive (see 'qa' code, p.166) insert the title-elaboration delimiter (/) after the first mark of punctuation if the mark occurs after a non-distinctive title word, such as 'plays', 'poems', 'selected works', etc. If the first mark of punctuation does not occur immediately after a non-distinctive title word or phrase, insert the delimiter at the first logical break point. The clause which includes the non-distinctive word may be set off by a mark of punctuation; if so, delimit at that point.

If there is no mark of punctuation until the end of a long and non-distinctive title, use your judgment to select the shortest meaningful phrase or clause to be delimited as the short title.

EXAMPLE:

/Plays: /The silver box; Joy; Strife; %by John Galsworthy.

/An ode upon dedicating a building,/and erecting a statue, to Shakespeare, at Stratford upon Avon, %by...

4. If there are several literary units cited on one title page or alternate titles in different languages for the same work, the tracing indicates how the short title is to be delimited; that is, the subsequent tracings will show what has been considered the short title.

EXAMPLE:

/The moonstone/and The woman in white, %by Wilkie Collins;...
(Tracings: I. Title. II. Title: The woman in white.)
This is two literary works.

/Atlas of optical phenomena. /Atlas optischer Erscheinungen.
Atlas de phenomenes d'optique. %By...
(Tracings for: I. Title. II. Title: Atlas optischer Erscheinungen, III. Title: Atlas de phenomenes d'optique.).
Text in English, German, and French.

/La vie de Voltaire/or The Life of Voltaire.
(Tracings for: I. Title. II. Title: The Life of Voltaire.

5. If the title is the same as the name (full name, surname only, initials and surname, or forename) of a person, or the name of a corporate body or conference or meeting (code 'ra' will be checked in most of these cases) insert the title-elaboration delimiter (/) after the name, unless there are further qualifying words in the title, in which case, insert the delimiter at the next logical break point beyond the first mark of punctuation, making sure that the entire Short Title field stays within the 98 character limit.

EXAMPLE: /Alexander Wood, M.D., F.R.C.P.E., etc. etc. /A sketch of his life and work %by the Rev. Thomas Brown...

/Juraj Plancic; zivot i djelo. / Zagreb,... (zivot i djelo = life and works)

/Zsa Zsa Gabor, my story, /%written for me by Gerold Frank.

/Gilbert Romme; storia di un rivoluzionario. /%Pref. di Georges Lefebvre.

/Arthur Quiller-Couch; a biographical study of Q. / Cambridge, Eng.,...

/Hugo von Hofmannsthals Romanfragment 'Andreas'. / Zurich,...

/The Southern Dental Society of the State of New Jersey, 1949-1959; /a history of dentistry in South Jersey.

/Georges Cuvier, zoologist; /a study in the history of evolutionary theory.

/Li Shih-chen, great pharmacologist of ancient China. / Peking,...

/Schwitters; [mostra] dal 12 ottobre al 5 novembre 1963/...

/Gaitan, platforma idelogica, abril 9, 1964./

/Mrs. Eddy, the biography of a virginal mind,/by Edwin...

/ TITLE ELABORATION

DESCRIPTION:

This field is comprised of all the information in the body of the card after the Short Title and up to - but not including - the Imprint, i.e., that portion of the title AND the title page transcription information which is not included in the third A-field (Short Title).

The field can include Subtitles; translated Short Titles; statements of authorship, editorship or illustration; edition statements; and any other miscellaneous information transcribed from the title page.

INSTRUCTION:

Insert slash following the Short Title. (This applies even if the Title Elaboration field is absent - see example below.) See section on Short Title, p. 36, for definition of end of field.

Within the Title Elaboration field certain elements must be further identified; use the pound sign (#) for the edition statement and the percent sign (%) for the remaining information. The basic pattern is:

> /Sub-title (or, any other portion of the title not included in the Short Title field) %Other information transcribed from the title page (e.g., statements of authorship, illustrator, and editorship, etc.) #Beginning of edition statement %Remainder of edition statement and/or any following title page transcription

IF THERE IS NO SUB-TITLE and the field begins with some miscellaneous information from the title page (such as statement of authorship), insert a percent sign immediately following the slash.

IF THERE IS NO EDITION STATEMENT, only one percent sign is needed to identify the title page transcription. (The purpose of the two percent signs in the basic pattern above is merely to separate the edition statement from the other information--see example below.)

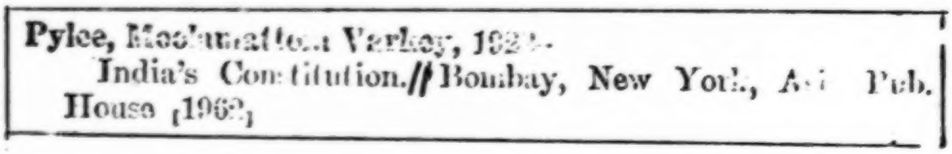
If the author named in the Main Entry is repeated here in any recognizable form, remember to check code 'ud' (MAIN ENTRY IN BODY) on the coding sheet. (See: I-Field 'ud' code, p. 177.)

SEE:

Edition Statement below under 'Exceptions.'

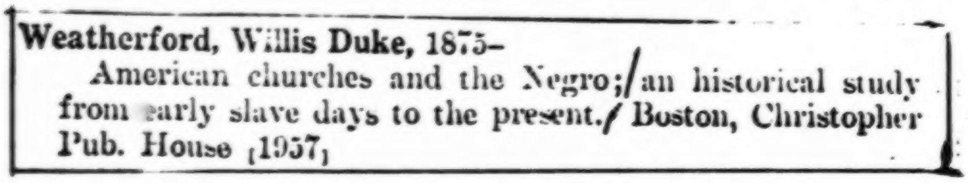
If the statement of authorship is for a pseudonym (i.e., of the form 'by....[pseud.]') be sure to apply B-Field code !p. See p. 121

EXAMPLES:



Pylee, Moolamattom Varkey, 192[illegible]-
India's Constitution.//Bombay, New York, Asia Pub.
House [1962]

Title Elaboration field is absent.



Weatherford, Willis Duke, 1875-
American churches and the Negro;/an historical study from early slave days to the present./ Boston, Christopher Pub. House [1957]

Subtitle is sole element in Title Elaboration field.

Check code 'ud' (MAIN ENTRY IN BODY) on coding sheet.

Pullan, Leighton, 1865- The church of the fathers;/being an outline of the history of the church from A. D. 98 to A. D. 461,%by the Rev. Leighton Pullan ...#4th ed./London, Rivingtons, 1916.	Subtitle precedes statement of authorship and edition.
Pulleyn, William. The etymological compendium;/or, Portfolio of origins and inventions ... containing a particular account of London and its public buildings ...%By William Pulleyn. #The 2d ed., considerably enl. .../London, T. Tegg; [etc., etc.] 1830.	Alternate title precedes statements of authorship and edition.
Pullan, Brian S *ed.* Sources for the history of medieval Europe from the mid-eighth to the mid-thirteenth century/%[by] Brian Pullan. /New York, Barnes & Noble [1967, °1966]	Subtitle and edition absent - field contains only authorship statement.
Pullman, Bernard, 1919- Les théories électroniques de la chimie organique/%[par] Bernard Pullman et Alberte Pullman. Préf. de Louis de Broglie./Paris, Masson, 1952.	Same as above.

SUBFIELD TO BE DELIMITED

#	EDITION STATEMENT

DISCUSSION:

The edition statement is defined as containing all the words and numbers describing the edition up to and including the word 'edition' (or its equivalent) PLUS the terms 'revised' or 'enlarged' (and their synonyms and abbreviations) which immediately follow it. The edition statement can also include the country in which the edition is issued, as in: '...1st ed. in the U.S.A.'

INSTRUCTION:

Insert pound sign (#) before the edition statement. If there is additional information in the same field (i.e., if the edition statement is not immediately followed by the imprint), insert a percent sign (%) at the end of the statement. If there is a statement of more than one edition, insert the pound sign before the latest (i.e., most recent) one.

If the edition statement is the only element in the title elaboration field (i.e., if it is preceded by the short title and followed by the imprint), simply insert a slash (/) followed by the pound sign (#) at the beginning of the statement.

EXAMPLE:

Bailey, Hamilton, 1894-
Demonstrations of operative survey;/a manual for general practitioners, medical students and nurses.#3d ed., revised%by A.R. Isaac. /Edinburgh.

MacKay, Richard Vance, 1909-
Law of marriage and divorce simplified./%2d
ed., by Irving Mandell.#3d ed., rev.%by Oceana
editorial staff. /New York, Oceana Publications
1959.

(Note: in this case it is not necessary to tag the first edition statement with the # symbol, since the second phrase--'3d ed.'--is presumably the one that would be desired in a search.)

..#2d ed., rev. and enl.%by W.H. Chaloner.

..#1st ed. in the U.S.A.

..#New rev. and enl. ed.%With appendix: The
coins and banknotes of the British Mandatory
Government of Palestine.

.#4. Aufl.%Mit 55 Abbildungen. (Übers. aus dem
Russischen von Hardwin Jungclaussen)

IMPRINT: / PLACE OF PUBLICATION / PUBLISHER / DATE

LOCATION:

The place of publication, the name of the publisher and the date of publication - which constitute the imprint - appear on the catalog card after the Title Elaboration or, if that is missing, after the Short Title.

INSTRUCTION:

Insert a slash (/) before each of these elements. Record the date and type of date on the coding sheet.

As with all A-Fields, if any of the three elements in the Imprint is missing, a slash (/) must still be inserted. If the PUBLISHER field is missing, it probably means that code 'uc' (MAIN ENTRY IS PUBLISHER) on the coding sheet should be checked. (See p.176 for complete instructions.)

EXAMPLE:

Purcell, Victor William.
Malaysia [by] Victor Purcell,/New York,/Walker/[1965]

IRREGULARITIES/EXCEPTIONS

ABBREVIATIONS 'n.p.', 'n.d.'

DISCUSSION:

Sometimes the abbreviations 'n.p.' (no place of publication) and 'n.d.' (no date) appear instead of an actual place or an actual date.

INSTRUCTION:

Treat the abbreviations as if they were an actual place of publication or an actual date - insert slash before the abbreviation.

When 'n.d.' appears in place of a date, remember to check 'bn' box (date not known) on coding sheet and leave blank the Date 1-Date 2 boxes.

EXAMPLE:

Amster, Harriett.
Letter association norms by Harriett Amster and Geoffrey Keppel./[n.p.]/Psychonomic Press,/1966.

MULTIPLE PLACE, PUBLISHER AND/OR DATE

DISCUSSION:

Sometimes the imprint contains more than one place, publisher or date.

(See note on following page for distinction between a multiple publisher and publisher and agent.)

INSTRUCTION:

Insert slash (/) before the FIRST place, the FIRST publisher and the FIRST date, and insert the following delimiters before all ADDITIONAL places, publishers and/or dates:

%aPlace
%bPublisher
%cDate

Use these delimiters for all additional elements in each of the three fields regardless of where the additional elements appear.

That is, sometimes the imprint appears in the order of: Place, Publisher, Another Place, Another Publisher, Date. Such an imprint would be edited as follows:

/Place/Publisher %aAnother Place %bAnother Publisher/Date

(Thus, even though the additional Place appears in the Publisher field, it still receives the delimiter '%a'.)

If more than one date is given, remember to fill in the Date 1/Date 2 box on the coding sheet and check off the appropriate code for date type.

EXAMPLES:

/Paris, /Gauthier-Villars,%a Chicago,%b University of Chicago Press,/1965.

/London and%a New York,/MacMillan,/1965,%c c1964.

/Breslau,/J. Max and comp.,/1844; repr.%a Aalen,%b Otto Zeller,%c 1962.

NOTE: A multiple publisher in the imprint is not the same as an imprint containing the publisher and an associated distribution agent. The publisher and agent are treated as a single publisher field:

/Chicago, /Printed by the University of Chicago for Museum of Natural History,/1966.

/New York,/Published by Harcourt, Brace, for A.M. Kelley, bookseller,/1964.

COLLATION:	/	PAGINATION	/	ILLUSTRATIVE MATTER	/	SIZE

DISCUSSION:

These elements - pagination, illustrative matter and size - comprise the collation.

LOCATION:

The collation follows the imprint on a separate, indented line.

INSTRUCTION:

Insert a slash (/) before each field. As with all A-Fields, the slash is still inserted when the field is absent.

Delete abbreviation 'cm.' and any fractions accompanying the number in the size field.

EXAMPLES:

All three fields present

/267 p./illus., map, port./20 ~~cm~~.

/v, 107 p./illus./23 ~~cm~~.

/xii, 626 p./maps/25~~ 1/2 cm~~.

/v. /illus. (part col.) /21 ~~cm~~.

/1 v. (unpaged)/illus., maps, ports./28 ~~cm~~.

Illustration field absent

/412 p.//22 ~~cm~~.

/80, 23, 33, 12 p.//27 ~~cm~~.

/54, 2 p.//20 ~~cm~~.

/134 p.//22 x 29 ~~cm~~.

/123 p.//

Both illustration and size fields absent.

/15 p., 103 p./of illus. (part col.) /29 ~~cm~~.

NOTE: The wording and punctuation within the collation statement may make difficult the recognition of the division between the pagination and illustrative matter fields. Usually the slash mark for the illustration field will follow the 'p.' (or some other abbreviation for pagination) of the preceding field, leaving the remainder of the interrupted phrase in the illustrative material field.

IRREGULARITIES/EXCEPTIONS

MULTIPLE IMPRINT

DISCUSSION:

A very rare case is one in which two or more imprints are given, one immediately after another. (This is not standard cataloging and usually the additional books represented are supplements; the first imprint is for the volume catalogued and the subsequent ones are for supplements to the basic volume.)

INSTRUCTION:

Insert '%a' before any additional pagination statements, '%b' before illustration statements, and '%c' before size.

EXAMPLE:

/371 p. /illus. /20 ~~cm~~; %b album: 67 pl., %c 26 x 35 ~~cm.~~

$ | BIBLIOGRAPHIC PRICE

DISCUSSION:

Beginning in 1967, Library of Congress cards printed under the National Program for Acquisitions and Cataloging (NPAC) of the Higher Education Act of 1965 have contained a notation of list price of the book. The price is expressed in the currency of the country of publication for a number of foreign nations.

LOCATION:

When this price appears on an LC card, it will normally be printed in a position immediately after the collation. Sometimes the price appears after the Series note or statement or in the Contents Note.

INSTRUCTION:

Insert a dollar sign ($) before the price.

When the price does not immediately follow the collation, the editor should instruct the keypunch operator (via arrow) to type the price immediately after the size field.

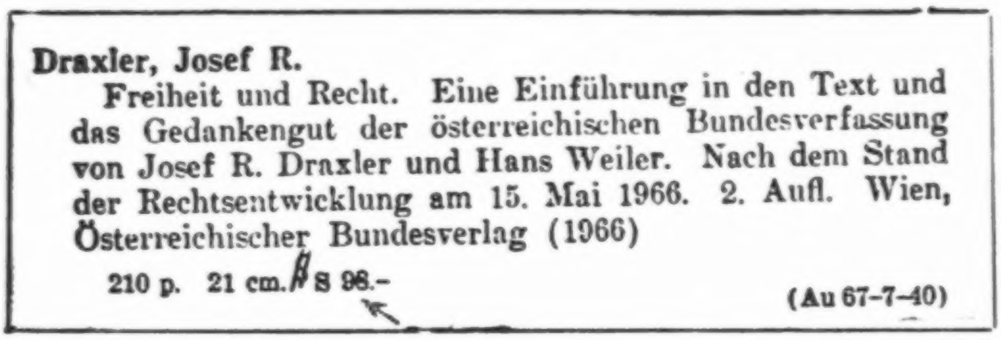
A WIDE VARIETY OF CURRENCY SYMBOLS CAN OCCUR. SEE TABLE ON P. 50.

SEE:

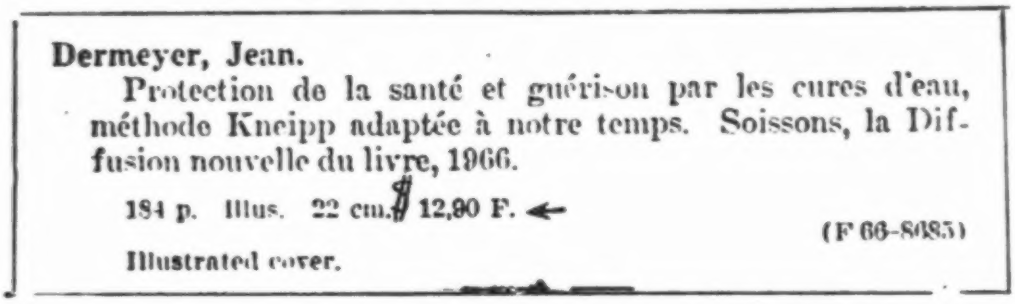
National Bibliography Number (B-field code '*e') which usually occurs after Bibliographic Price, p. 74.

EXAMPLES:

Price appears in normal position on card

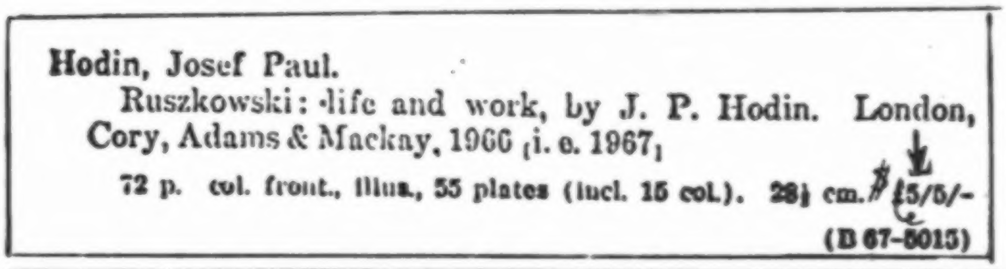


Draxler, Josef R.
Freiheit und Recht. Eine Einführung in den Text und das Gedankengut der österreichischen Bundesverfassung von Josef R. Draxler und Hans Weiler. Nach dem Stand der Rechtsentwicklung am 15. Mai 1966. 2. Aufl. Wien, Österreichischer Bundesverlag (1966)
210 p. 21 cm.$S 98.-
(Au 67-7-40)

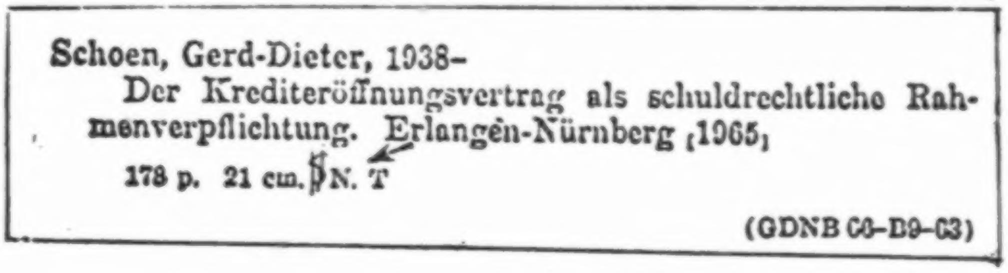


Dermeyer, Jean.
Protection de la santé et guérison par les cures d'eau, méthode Kneipp adaptée à notre temps. Soissons, la Diffusion nouvelle du livre, 1966.
184 p. illus. 22 cm.$ 12,90 F.
(F 66-8085)
Illustrated cover.

Price appears in normal position on card

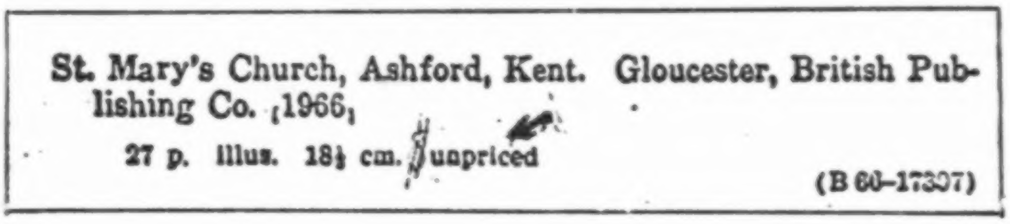


Hodin, Josef Paul.
Ruszkowski: life and work, by J. P. Hodin. London, Cory, Adams & Mackay, 1966 [i. e. 1967]
72 p. col. front., illus., 55 plates (incl. 15 col.). 28½ cm. £5/5/-
(B 67-5015)



Schoen, Gerd-Dieter, 1938-
Der Krediteröffnungsvertrag als schuldrechtliche Rahmenverpflichtung. Erlangen-Nürnberg [1965]
178 p. 21 cm. N. T
(GDNB 66-B9-63)

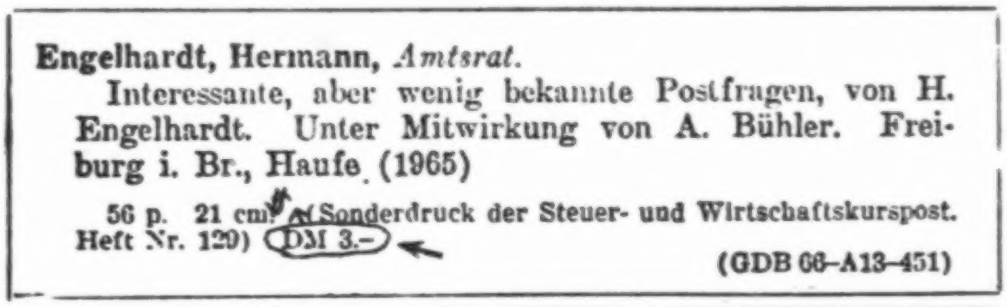
N.T. = Non-Trade



St. Mary's Church, Ashford, Kent. Gloucester, British Publishing Co. [1966]
27 p. illus. 18½ cm. unpriced
(B 66-17307)

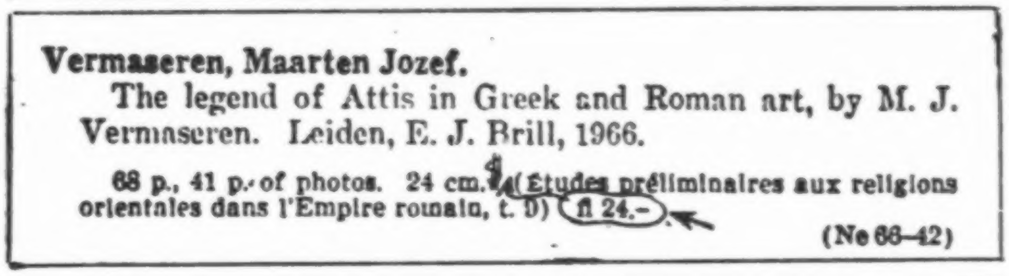
Note: If 'unpriced' were enclosed in parentheses, the parentheses would NOT be deleted

Price must be transposed to proper position on card



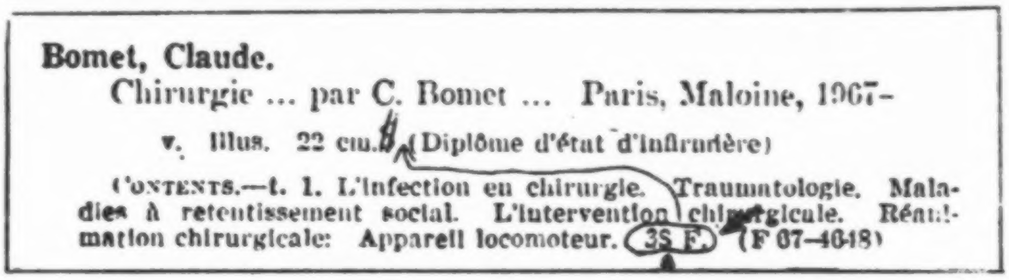
Engelhardt, Hermann, *Amtsrat.*
Interessante, aber wenig bekannte Postfragen, von H. Engelhardt. Unter Mitwirkung von A. Bühler. Freiburg i. Br., Haufe (1965)
56 p. 21 cm. (Sonderdruck der Steuer- und Wirtschaftskurspost. Heft Nr. 129) DM 3.-
(GDB 66-A13-451)

Price appears after series statement



Vermaseren, Maarten Jozef.
The legend of Attis in Greek and Roman art, by M. J. Vermaseren. Leiden, E. J. Brill, 1966.
68 p., 41 p. of photos. 24 cm. (Études préliminaires aux religions orientales dans l'Empire romain, t. 9) fl 24.-
(Ne 66-42)

Price appears in Contents Note



Bomet, Claude.
Chirurgie ... par C. Bomet ... Paris, Maloine, 1967-
v. illus. 22 cm. (Diplôme d'état d'infirmière)
CONTENTS.—t. 1. L'infection en chirurgie. Traumatologie. Maladies à retentissement social. L'intervention chirurgicale. Réanimation chirurgicale: Appareil locomoteur. 35 F. (F 67-4618)

Price appears in Contents Note

IRREGULARITIES/EXCEPTIONS

MULTIPLE PRICES

DISCUSSION:

Sometimes more than one bibliographic price is given, and sometimes these multiple prices are separated by some intervening information.

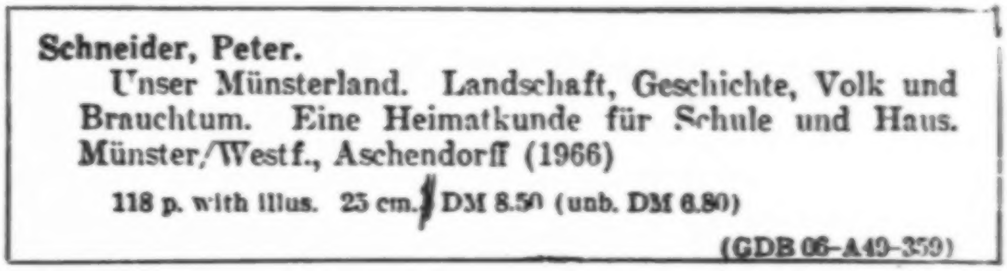
INSTRUCTION:

As with single prices, multiple prices must be typed immediatly after the collation. Instruct the keypuncher accordingly, if the prices do not appear in their proper position.

Separate the prices by a semicolon if distinguishing punctuation (such as parentheses) is not already on the catalog card. Use the dollar sign only once - before the FIRST price - regardless of the number of prices given.

If multiple prices do not immediately follow one another (as in a Contents Note), delete the prices where they occur and rewrite them elsewhere on the catalog card (wherever there is available space). Be sure to rewrite the prices in the order in which they occur on the card. Indicate by arrow that they are to be typed after the collation.

EXAMPLE:

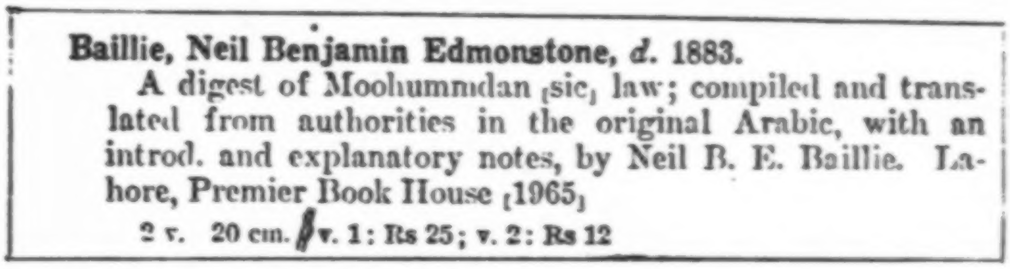


Schneider, Peter.
Unser Münsterland. Landschaft, Geschichte, Volk und Brauchtum. Eine Heimatkunde für Schule und Haus. Münster/Westf., Aschendorff (1966)

118 p. with illus. 25 cm. // DM 8.50 (unb. DM 6.80)

(GDB 06-A49-359)

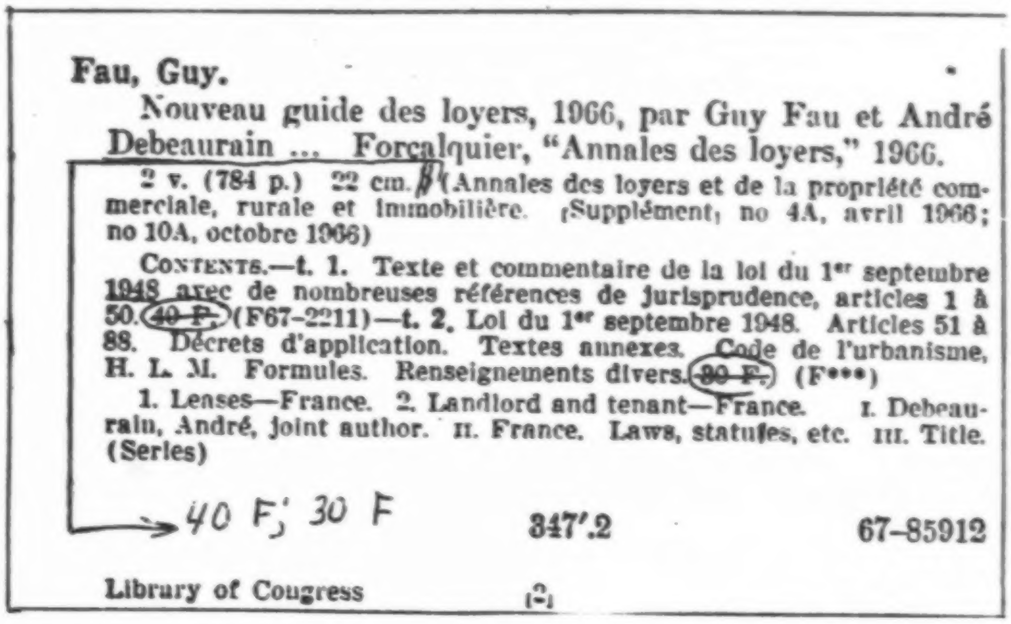
Note: A semicolon is NOT needed between these two prices because the second is enclosed in parentheses.



Baillie, Neil Benjamin Edmonstone, *d.* 1883.
A digest of Moohummudan [sic] law; compiled and translated from authorities in the original Arabic, with an introd. and explanatory notes, by Neil B. E. Baillie. Lahore, Premier Book House [1965]

2 v. 20 cm. // v. 1: Rs 25; v. 2: Rs 12

Separate prices given for each volume. (Note: the semicolon is already provided here.)



Fau, Guy.
Nouveau guide des loyers, 1966, par Guy Fau et André Debeaurain ... Forcalquier, "Annales des loyers," 1966.

2 v. (784 p.) 22 cm. // (Annales des loyers et de la propriété commerciale, rurale et immobilière. [Supplément] no 4A, avril 1966; no 10A, octobre 1966)

CONTENTS.—t. 1. Texte et commentaire de la loi du 1er septembre 1948 avec de nombreuses références de jurisprudence, articles 1 à 50. ~~40 F.~~ (F67-2211)—t. 2. Loi du 1er septembre 1948. Articles 51 à 88. Décrets d'application. Textes annexes. Code de l'urbanisme. H. L. M. Formules. Renseignements divers. ~~30 F.~~ (F***)

1. Leases—France. 2. Landlord and tenant—France. I. Debeaurain, André, joint author. II. France. Laws, statutes, etc. III. Title. (Series)

→ 40 F; 30 F 347'.2 67-85912

Library of Congress [2]

Prices are separated from each other and appear in Contents Note.

BIBLIOGRAPHIC PRICE: CURRENCY SYMBOLS*

COUNTRY	FORM OF CURRENCY	EDIT AS
West Germany	DM 8.75 DM 18.-	$DM 8.75 $DM 18.-
East Germany	DM 5.25	$DM 5.25
Austria	S 45.-	$S 45.-
Switzerland	sfr 19.50	$sfr 19.50
France	35 F. (mem. 25,90 F.)	$35 F. (mem. 25,90 F.)
Belgium	bfr 186.-	$bfr 186.-
Luxembourg	lfr 170.-	$lfr 170.-
Holland	fl 22.-	$fl 22.-
Denmark	17.50 dkr	$17.50 dkr
Norway	42.- nkr	$42.- nkr
Sweden	5.- skr	$5.- skr
Iceland	125.- ikr	$125.- ikr
British shillings shillings & pence pounds	 18/- 47/6 £6	 $-/18/- $-/47/6 $6/-/-
Australia	$5 Aust.	$$5 Aust.
Canada	$5 Can. 48¢ Can.	$$5 Can. $.48 Can.
–	N.T. (Means: "non-trade")	$N.T.
–	(unpriced)	$(unpriced)

* The price shown on the card is in the currency of the place of publication, as given in the imprint statement, unless noted otherwise.

SUPPLEMENTS, INDEXES, ETC. ('DASH' ENTRIES)

DISCUSSION:

These instructions apply to bibliographic descriptions of continuations, supplements, addenda, indexes, etc., that are so dependent upon the work to which they are related that they have been entered as an addition to the catalog entry for the main work.

The additional entry is in the form of a dash entry, which may be in one of three forms:

1) a 2-em dash, representing the repetition of the main entry heading, or
2) a 3-em dash, representing the repetition of the short title, when the main work is entered under title, or
3) a 2-em dash followed by a 3-em dash, representing the repetition of both the main entry heading and the short title of the main work.

LOCATION:

Dash entries are found in the middle, or middle-lower part of the card, following all of the paragraphed notes refering to the main work but preceding the tracings.

INSTRUCTION:

As explained in the General Editing Instructions, p.3a , cards with dash entries will be re-Xeroxed to produce two copies. Edit the first Xerox copy for the main work as usual, and delete the data that apply only to the dash entry.

On the second copy of the card, edit as usual the data which apply to the dash entry. This will usually include the main entry heading and short title from the main work.

In editing the card for the dash entry, special care must be taken in determining the Short Title. As explained in the section on the third A-Field (p.36-39), the idea is to provide a distinctive title for each work, within the 98 character limit.

In the case of the dash entry, the short title from the entry for the main work is repeated, so obviously the short title for the dash entry will not be distinctive. Therefore whenever possible (i.e., when the Short Title from the entry for the main work does not already exhaust or approach the 98 character limit) include within the Short Title field (3rd slash) as much of the distinctive title given in the dash entry as is possible and logical. Frequently this will mean just the addition of a word or phrase, such as 'Index' or 'Supplement 1,' to the Short Title brought down from the entry for the main work.

Look carefully at the examples below to see how these instructions apply in specific cases.

Delete the data from the main record that apply only to the main work This will usually include title elaboration, imprint, collation and notes.

INSTRUCTION (cont.):

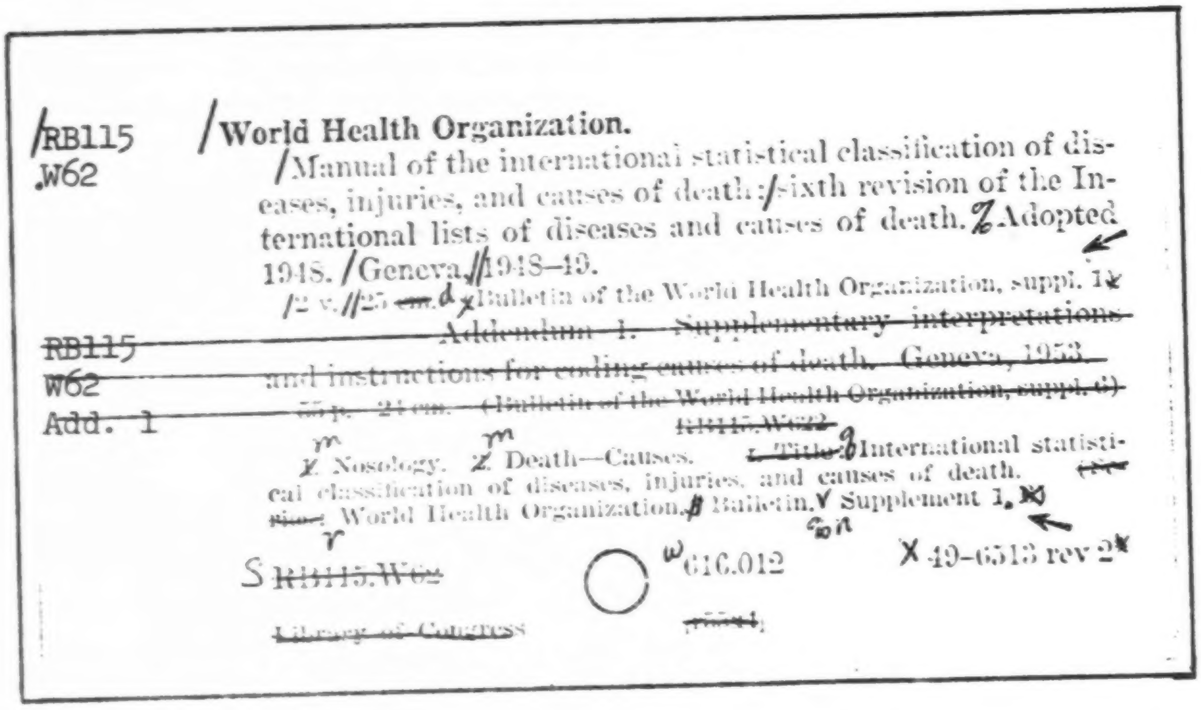
The dash entry must have the ten A-Field slashes and they must appear in the prescribed order, so move the call number of the dash entry up to the first A-Field position.

The subject headings in the tracings paragraph frequently will refer to both the main work and the work of the dash entry. In this case, include them on both records. Be careful with series tracings and non-subject/non-series added entry tracings, however; check carefully to what they refer, and include them in the dash entry record only when applicable.

EXAMPLE:

RECORD 1:

MAIN WORK



/RB115
.W62

/World Health Organization.
/Manual of the international statistical classification of diseases, injuries, and causes of death :/ sixth revision of the International lists of diseases and causes of death. % Adopted 1948. /Geneva,//1948–49.
/2 v. //25 ~~cm.~~ d Bulletin of the World Health Organization, suppl. 1

~~RB115~~
~~W62~~
~~Add. 1~~

~~Addendum 1. Supplementary interpretations and instructions for coding causes of death. Geneva, 1953. 55 p. 24 cm. (Bulletin of the World Health Organization, suppl. 6)~~ ~~RB115.W622~~

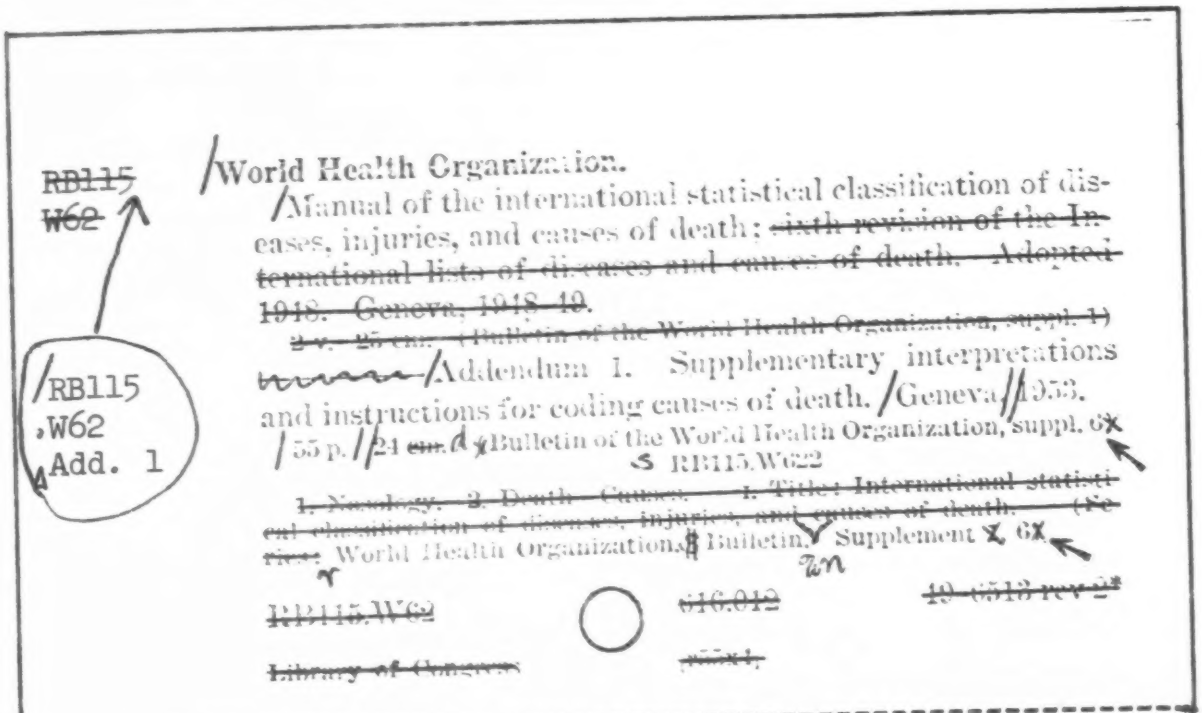
m 1. Nosology. m 2. Death—Causes. ~~I. Title:~~ g International statistical classification of diseases, injuries, and causes of death. ~~(Series:~~ World Health Organization. # Bulletin. v Supplement 1. %n

r S ~~RB115.W62~~ ω 616.012 X 49-6513 rev 2*

~~Library of Congress~~ ~~r55x1~~

RECORD 2:

DASH ENTRY



~~RB115~~
~~W62~~

/RB115
.W62
Add. 1

/World Health Organization.
/Manual of the international statistical classification of diseases, injuries, and causes of death; ~~sixth revision of the International lists of diseases and causes of death. Adopted 1948. Geneva, 1948-49.~~
~~2 v. 25 cm. (Bulletin of the World Health Organization, suppl. 1)~~
/Addendum 1. Supplementary interpretations and instructions for coding causes of death. /Geneva,//1953.
/55 p. //24 ~~cm.~~ d Bulletin of the World Health Organization, suppl. 6
S RB115.W622

~~1. Nosology. 2. Death—Causes. I. Title: International statistical classification of diseases, injuries, and causes of death. (Series:~~ World Health Organization. # Bulletin. v Supplement 1, 6. %n
r

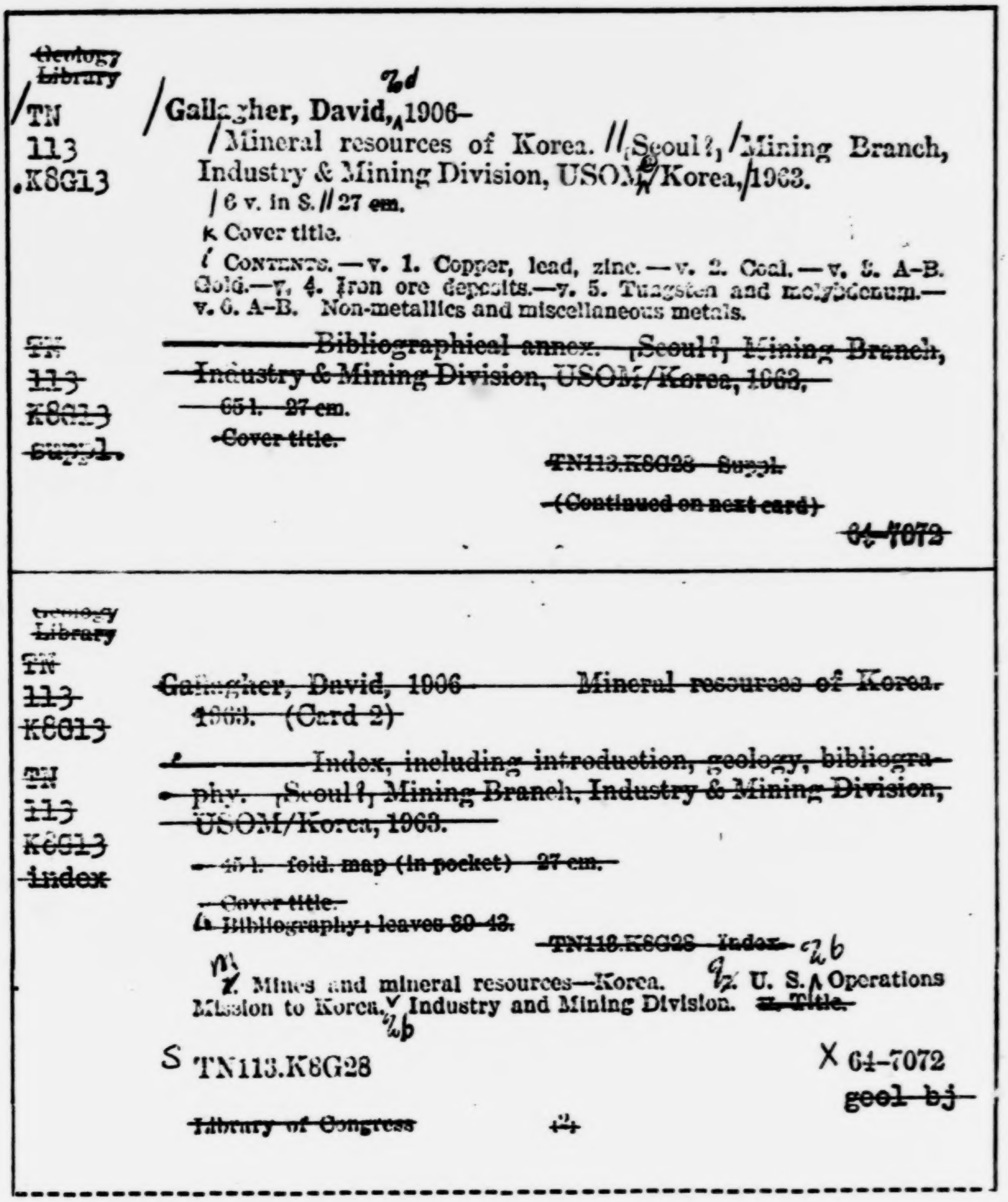
~~RB115.W62~~ ~~616.012~~ ~~49-6513 rev 2*~~

~~Library of Congress~~ ~~r55x1~~

Note that the series tracing has been constructed to cover both the main work and that of the dash entry. It has been appropriately coded for each work.

EXAMPLE (cont.):

RECORD 1:
MAIN WORK



~~Geology Library~~

/TN
113
.K8G13

ǂd

/Gallagher, David,^1906-

/Mineral resources of Korea. //[Seoul?] /Mining Branch, Industry & Mining Division, USOM/Korea, /1963.

/6 v. in 8. //27 ~~cm.~~

k Cover title.

l CONTENTS.—v. 1. Copper, lead, zinc.—v. 2. Coal.—v. 3. A-B. Gold.—v. 4. Iron ore deposits.—v. 5. Tungsten and molybdenum.—v. 6. A-B. Non-metallics and miscellaneous metals.

~~TN 113 K8G13 Suppl.~~

~~——— Bibliographical annex. [Seoul?] Mining Branch, Industry & Mining Division, USOM/Korea, 1963.~~

~~65 l. 27 cm.~~

~~Cover title.~~

~~TN113.K8G28 Suppl.~~

~~(Continued on next card)~~

~~64-7072~~

~~Geology Library~~

~~TN 113 K8G13~~

~~Gallagher, David, 1906- Mineral resources of Korea. 1963. (Card 2)~~

~~TN 113 K8G13 index~~

~~——— Index, including introduction, geology, bibliography. [Seoul?] Mining Branch, Industry & Mining Division, USOM/Korea, 1963.~~

~~45 l. fold. map (in pocket) 27 cm.~~

~~Cover title.~~

~~Bibliography: leaves 30-43.~~

~~TN113.K8G28 Index~~ ǂb

m ~~1~~. Mines and mineral resources—Korea. q ~~2~~. U. S.^Operations Mission to Korea.^ǂb Industry and Mining Division. ~~I. Title.~~

S TN113.K8G28

X 64-7072

~~geol bj~~

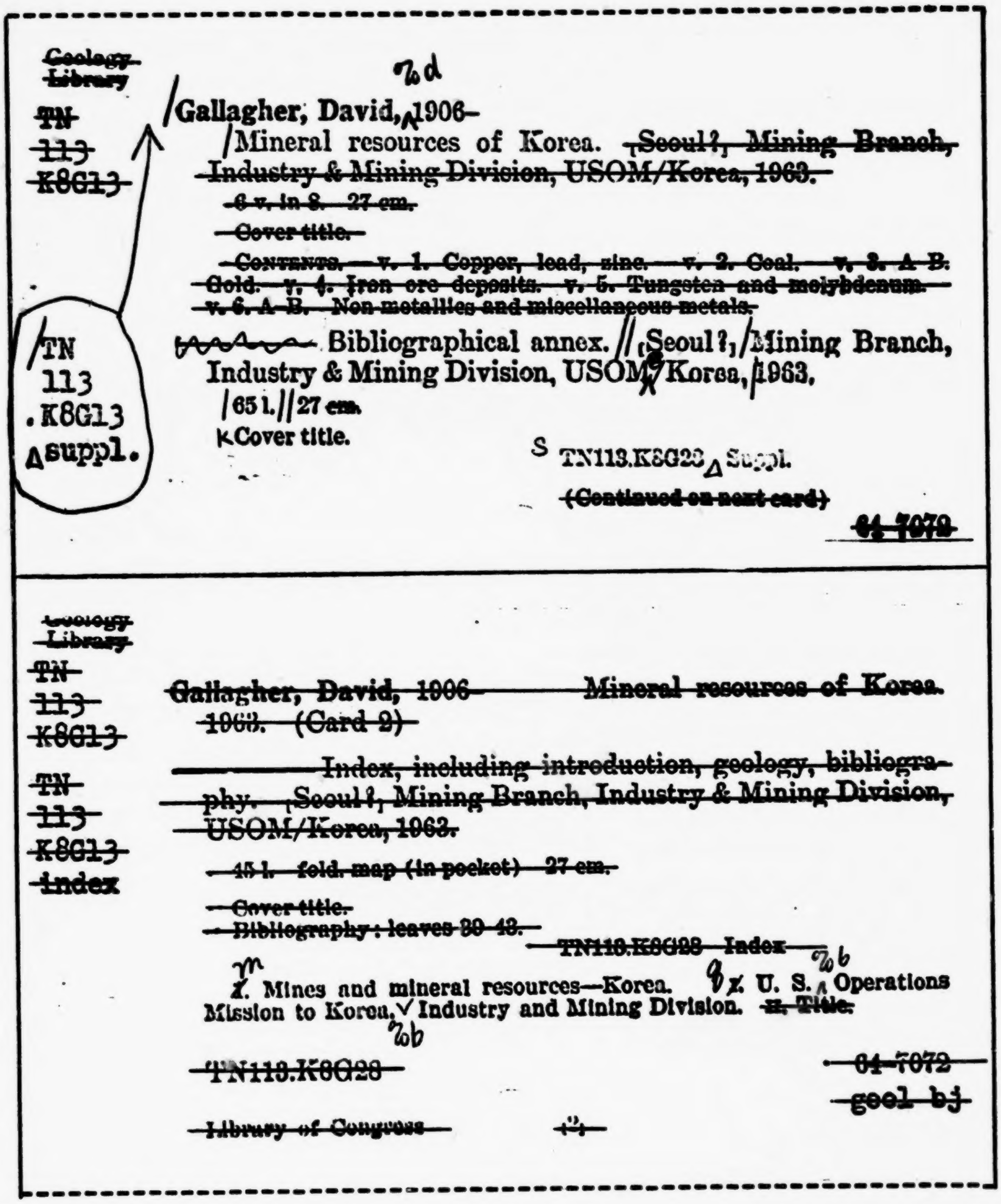
~~Library of Congress~~ ~~[2]~~

γ

EXAMPLE (cont.):

RECORD 2:

FIRST
DASH ENTRY



~~Geology Library~~

~~TN 113 K8G13~~

/TN
113
.K8G13
suppl.

ǂd

/Gallagher, David, 1906-
/Mineral resources of Korea. ~~[Seoul?] Mining Branch, Industry & Mining Division, USOM/Korea, 1963.~~

~~6 v. in 8. 27 cm.~~

~~Cover title.~~

~~CONTENTS.—v. 1. Copper, lead, zinc.—v. 2. Coal.—v. 3. A-B. Gold.—v. 4. Iron ore deposits.—v. 5. Tungsten and molybdenum.—v. 6. A-B. Non-metallics and miscellaneous metals.~~

Bibliographical annex. // [Seoul?] /Mining Branch, Industry & Mining Division, USOM/Korea, /1963.

/65 l. //27 ~~cm.~~

Cover title.

S TN113.K8G23 Suppl.

~~(Continued on next card)~~

~~64-7072~~

~~Geology Library~~

~~TN 113 K8G13~~

~~TN 113 K8G13 index~~

~~Gallagher, David, 1906- Mineral resources of Korea. 1963. (Card 2)~~

~~Index, including introduction, geology, bibliography. [Seoul?] Mining Branch, Industry & Mining Division, USOM/Korea, 1963.~~

~~45 l. fold. map (in pocket) 27 cm.~~

~~Cover title.~~
~~Bibliography: leaves 39-43.~~

~~TN113.K8G23 Index~~

m ~~1~~. Mines and mineral resources—Korea. 8 ~~I~~. U. S. ǂb Operations Mission to Korea. ǂb Industry and Mining Division. ~~II. Title.~~

~~TN113.K8G23~~

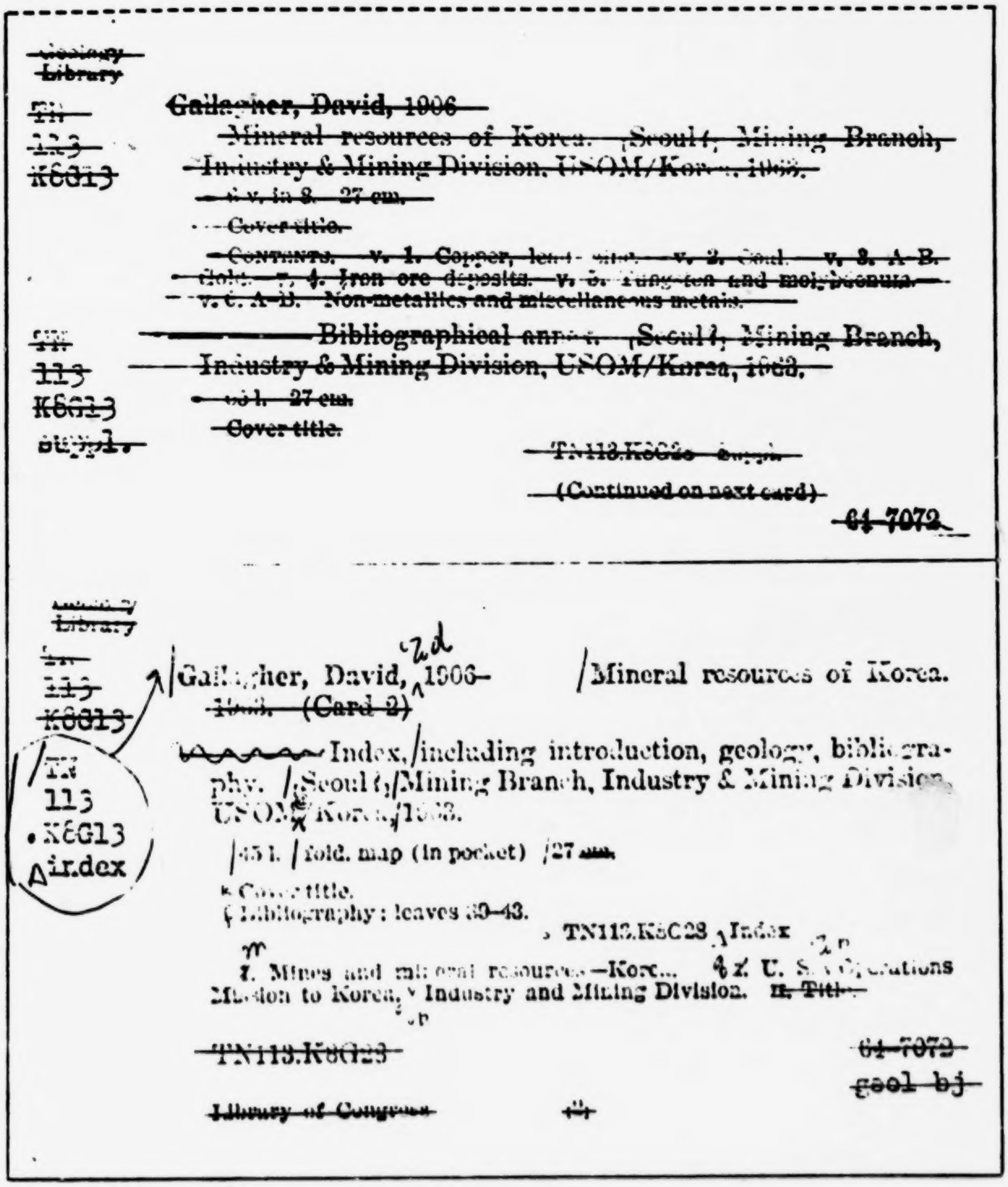
~~64-7072~~
~~geol bj~~

~~Library of Congress~~ ~~[2]~~

EXAMPLE (cont.):

RECORD 3:

SECOND
DASH ENTRY



~~Geology Library~~

~~TN 113 K8G13~~

~~Gallagher, David, 1906-~~

~~Mineral resources of Korea. [Seoul], Mining Branch, Industry & Mining Division, USOM/Korea, 1963.~~

~~6 v. in 8. 27 cm.~~

~~Cover title.~~

~~CONTENTS.—v. 1. Copper, lead, zinc.—v. 2. Coal.—v. 3. A-B. Gold.—v. 4. Iron ore deposits.—v. 5. Tungsten and molybdenum.—v. 6. A-B. Non-metallics and miscellaneous metals.~~

~~TN 113 K8G13 Suppl.~~

~~——— Bibliographical annex. [Seoul], Mining Branch, Industry & Mining Division, USOM/Korea, 1963.~~

~~63 l. 27 cm.~~

~~Cover title.~~

~~TN113.K8G23 Suppl.~~

~~(Continued on next card)~~

~~64-7072~~

~~Geology Library~~

~~TN 113 K8G13~~

TN
113
.K8G13
index

Gallagher, David, 2d 1906- Mineral resources of Korea. ~~1963. (Card 2)~~

~~———~~ Index, including introduction, geology, bibliography. [Seoul], Mining Branch, Industry & Mining Division, USOM/Korea, 1963.

45 l. fold. map (in pocket) 27 cm.

Cover title.

Bibliography: leaves 39-43.

TN113.K8C23 Index

1. Mines and mineral resources—Korea. I. U. S. Operations Mission to Korea. Industry and Mining Division. ~~II. Title.~~

~~TN113.K8G23~~

~~64-7072~~

~~geol bj~~

~~Library of Congress~~ ~~[4]~~

EXAMPLE (cont.):

RECORD 1:

MAIN WORK

/f HD1481 /Gamperl, Hans.
.A3G3 /Die Flurbereinigung im Westlichen Europa. / Im Auftrag des Bayerischen Staatsministeriums für Ernährung, Landwirtschaft und Forsten veröffentlicht. /München,/ Bayerischer Landwirtschaftsverlag, /1955.
/345 p. / illus. /

f Bibliography: p. 339-343.

~~f HD1481 --- ----- Kartenmappe. [n.p., 1955?]~~
~~A3G3 [25] ℓ. of maps(part col.) 31x43cm.~~
~~Atlas~~

m ~~1.~~ Consolidation of land holdings ~~-~~ Europe. ~~I. Title.~~

RECORD 2:

DASH ENTRY

~~f HD1481~~ /Gamperl Hans.
~~A3G3~~ /Die Flurbereinigung im Westlichen Europa. ~~Im Auftrag des Bayerischen Staatsministeriums für Ernährung, Landwirtschaft und Forsten veröffentlicht. München, Bayerischer Landwirtschaftsverlag, 1955.~~
~~345 p. illus.~~

~~Bibliography: p. 339-343.~~

/f HD1481 Kartenmappe. // [n.p.,//1955?]
.A3G3 /[25] ℓ./of maps(part col.) /31x43~~cm~~.
Atlas

~~1. Consolidation of land holdings - Europe. I. Title.~~

In the case of the dash entry for the atlas, the subject heading is not applicable, so it is deleted in Record 2. However, the title added entry is desirable, so the 'qa' and 'ra' boxes on the coding sheet should not be checked.

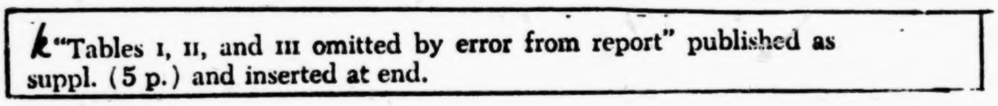
SIMILAR CASES TREATED DIFFERENTLY

Supplements which are not given on the card in a dash entry form but are indicated in notes are not given this special editing to generate a separate record.

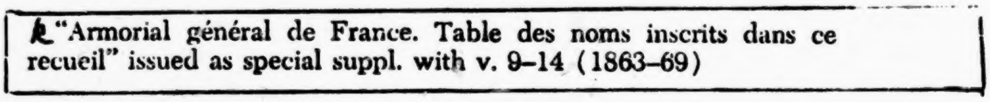
SUPPLEMENTS INFORMALLY NOTED

Supplements, indexes, etc. that are mentioned briefly but are not in the form of dash entries are coded '*k' (general notes).

EXAMPLE:



k"Tables I, II, and III omitted by error from report" published as suppl. (5 p.) and inserted at end.



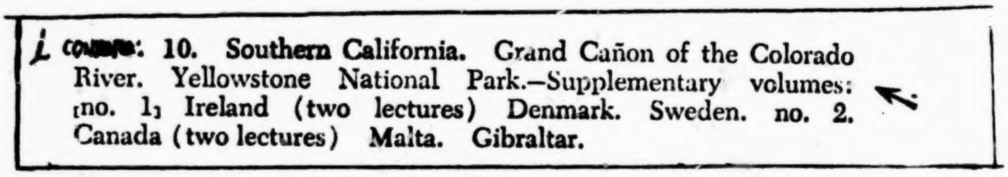
k"Armorial général de France. Table des noms inscrits dans ce recueil" issued as special suppl. with v. 9–14 (1863–69)

* * * *

SUPPLEMENTS IN CONTENTS NOTES

Supplements, indexes, etc. which are included in Contents notes (code '*i') are NOT separately coded.

EXAMPLE:



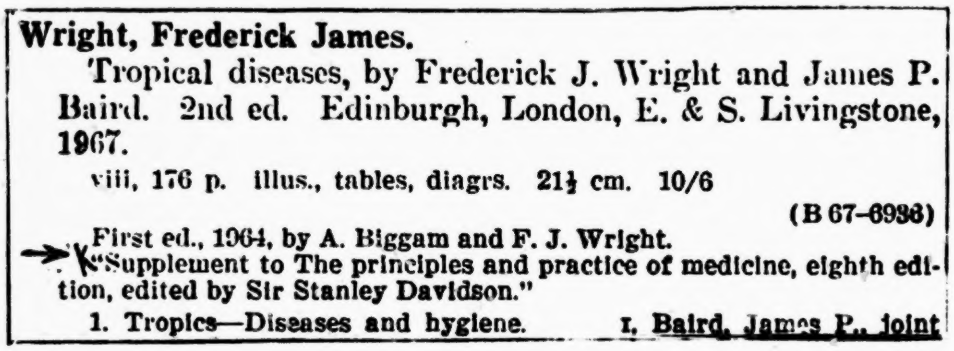
i [redacted]: 10. Southern California. Grand Cañon of the Colorado River. Yellowstone National Park.—Supplementary volumes: [no. 1] Ireland (two lectures) Denmark. Sweden. no. 2. Canada (two lectures) Malta. Gibraltar.

* * * *

MAIN ENTRIES AS SUPPLEMENTS

A work which is itself a supplement to a separately cataloged item is normally designated as such in a note, and the note is coded '*k' (general notes).

EXAMPLE:



Wright, Frederick James.

Tropical diseases, by Frederick J. Wright and James P. Baird. 2nd ed. Edinburgh, London, E. & S. Livingstone, 1967.

viii, 176 p. illus., tables, diagrs. 21½ cm. 10/6

(B 67-6938)

First ed., 1964, by A. Biggam and F. J. Wright.

k"Supplement to The principles and practice of medicine, eighth edition, edited by Sir Stanley Davidson."

1. Tropics—Diseases and hygiene. I. Baird, James P., joint

B-FIELDS: NOTES AND TRACINGS, ETC.

B - FIELDS: INTRODUCTION

There are 41 distinct fields or sub-fields of information which MAY appear on a catalog card following the A-Field information. Each field receives a separate code and special editing.

Unlike the A-Fields, the B-Fields receive codes only when they are present on the card; their absence is not signalled.

There are two series of B-Field codes because of the large number of fields that can potentially be included by the library system:

1. The first series of codes is composed of an asterisk (*) followed by a lower case alphabetical character. These codes apply to fields most likely to occur in the majority of catalog cards.

   In applying these codes, however, THE ASTERISK IS NOT WRITTEN ON THE CARD BY THE EDITOR. He writes only the appropriate alphabetic character, and this character is written in at the beginning of the field to which it applies.

2. The second series codes are composed of an exclamation mark (!) followed by a lower case alphabetic character. These codes are used for less-frequently occuring or not-yet-implemented fields.

   Unlike the asterisk series, in the second series the editor must write both the exclamation point AND the alphabetic character; these are inserted immediately before the field which is being coded. There should be NO space between the exclamation point and the alphabetic character.

A space is not required between the field code and the field.

There is NO requirement that the B-Field codes appear on the card in alphabetical order.

The field code MUST be written before the occurrence of that field. Within some of the fields there are sub-fields or other data which receive special editing and delimiting. A number of these field codes are repeatable; that is, some B-Fields appear more than once on a given catalog card.

* * * * *

Once the editor gains experience in recognizing and identifying the B-Fields, it may often suffice to regard the list of B-Field codes as a reference for ascertaining the appropriate code to write before the field on the card. In some cases of complexity or ambiguity, it may remain necessary to consult the detailed instructions which follow.

LIST OF B-FIELDS

*a	Series Traced Same as Note (Author + Title)
*b	Series Traced Same as Note (Title-only)
*c	Series Note - Not Traced
*d	Series Note - Traced Differently
*r	Series Tracing - Traced Differently
*e	National Bibliography Number (NBN)
*f	Bibliography Note
*g	'In' Analytic Note
*h	Dissertation Note
*i	Contents Note
*j	'Bound With' Note
*k	General Notes
*m	LC Subject Headings
*n	Title Romanized Note (no added entry)
*p	Bibliographic History Note
*q	Non-Subject/Non-Series Added Entry Headings
*r	(see above)
*s	Library of Congress Call Number
*t	LC Copy Statement
*u	Local Copy Statement
*v	Sears Subject Headings
*w	Dewey Decimal Classification Number
*x	Library of Congress Card Number
*y	Overseas Acquisition Number
!a	Standard Book Number (SBN)
!b	'Limited Use' Note
!c	Abstract
!e	NLM Medical Subject Headings (MeSH)

LIST OF B-FIELDS (cont.)

!f	NAL Subject Headings
!g	Local Indexing + Subject Heading Systems
!h	National Library of Medicine Call Number
!i	National Agricultural Library Call Number
!j	NAL Subject Category Number
!k	Cooperative Cataloging Library's Call Number
!l	Special Subject Classification Systems
!m	Superintendent of Documents Catalog Number
!n	Name of Cooperative Cataloging Library
!p	Variant Name Notes
!q	Title Romanized Note (added entry made)
!r	Translated Title
!s	Annotated Card Program Subject Headings
!v	CSL Documents Number

*a,*b,*c,*d	SERIES NOTES
*r	SERIES TRACINGS

DISCUSSION:

Series NOTES (codes *a, *b, *c, *d) indicate that a work is part of a series of publications issued under a collective title. Series TRACINGS (code *r) indicate that an added entry, under a heading for the series, is to be made for the work.

For series which are traced the same as the note, it is the note which is used to generate the added entry heading, while for series traced differently, it is the series tracing which is used to generate the added entry heading.

The relationships between the series note and series tracing are:

1. Series traced the same as the series note, in which case the tracing takes the form of the word 'Series' in parentheses, as in: (Series).
2. Series traced differently from the series note, in which case the tracing takes the form of the word 'Series' followed by a colon and then the series title (all of which are enclosed in parentheses), as in: '(Series: Society for Pure English. Tract no.36)'
3. Series not traced, in which case only the note appears on the card.

Multiple Notes, Tracings and/or Subseries:

There may be more than one series note and series tracing on the card, and there may be subseries embedded in the main series note. Because some of the series notes may not be traced, the number of series notes and the number of tracings on a given card may not be the same.

The first series tracing - if it is traced the same as the note - normally refers to the first series note which appears in parentheses following the collation.

If the first series is not given in this customary position, it is spelled out in the tracing in the form of '(Series:...)' Also spelled out in the tracing (regardless of where they appear on the card) are subseries embedded in main series notes and (in the case of multiple series tracings) all tracings after the first one.

SEE: I-Field 'j' codes (Added Entry Type Codes), pp.148-149, 161-162.

LOCATION:

SERIES NOTES normally appear after the collation, enclosed within parentheses or brackets. SECOND AND SUBSEQUENT SERIES NOTES are found in the first paragraphed note position; they are NOT in parentheses and usually not in brackets.

LOCATION (cont.):

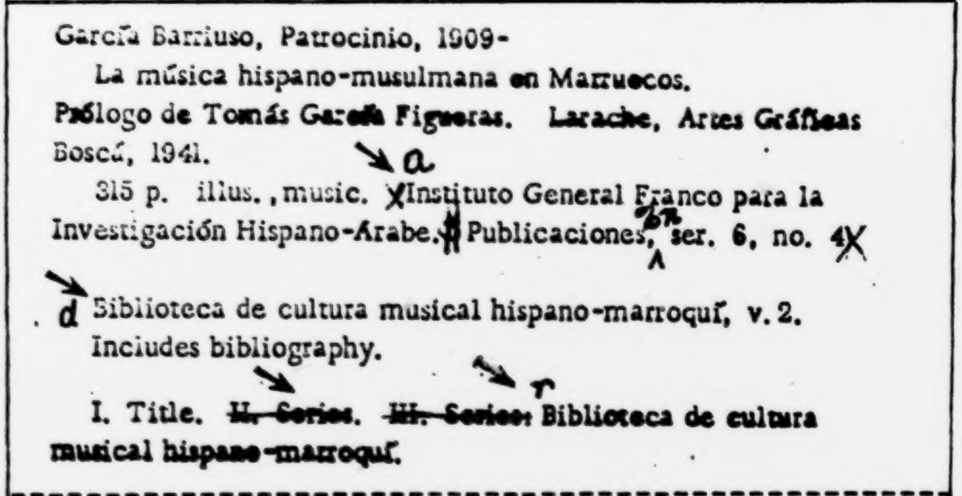
SERIES TRACINGS are found at the bottom of the card as the last tracing in the tracings paragraph, usually without numbers in front of them but enclosed in parentheses. If there is no room for the tracing at the bottom of the card, the local library puts them on the verso. In this position they are NOT enclosed in parentheses.

INSTRUCTION (GENERAL):

Insert the appropriate code (*a, *b, *c, *d -- see following pages) in front of the series note.

Delete parentheses or brackets around series NOTES. Delete the word 'series' in the series TRACING, and the surrounding parentheses.

WHEN THERE ARE TWO OR MORE SERIES NOTES, each series note receives a separate code. It IS possible to have a '*d' code precede an '*a' or '*b' code, etc. It all depends on how each given series note is traced or whether it is traced at all. Example:



García Barriuso, Patrocinio, 1909-
La música hispano-musulmana en Marruecos.
Prólogo de Tomás García Figueras. Larache, Artes Gráficas Boscá, 1941.
a
315 p. illus., music. Instituto General Franco para la Investigación Hispano-Arabe. Publicaciones, ser. 6, no. 4
d Biblioteca de cultura musical hispano-marroquí, v. 2.
Includes bibliography.
r
I. Title. ~~II. Series.~~ ~~III. Series:~~ Biblioteca de cultura musical hispano-marroquí.

COMMENT: This card contains one Author-Title series traced same (*a) and one Title Series traced differently (*d and *r).

INSTRUCTION (for codes *a, *b, *r):

Occasionally the deletion of brackets within the series note or tracing will require insertion of punctuation or adjustment or words for capitalization, etc.

Example:

not: [California. University] Publications in the life sciences.

but: California. University. Publications in the life sciences.

thus: California. University. Publications in the life sciences.

INSTRUCTION (for codes *a, *b, *r) (cont.):

IF THE SERIES IS NUMBERED, insert the delimiter '%n' before the phrase indicating the number in the series:

Mathematics in the modern word, %n no.6.

Yale University. Publications in English, %n vol.7.

When a series is ALPHABETICALLY OR NUMERICALLY SUBDIVIDED into more than one sequence, the delimiter '%n' is used only once - before the first sequential indicator. In the numbering phrase itself, the number must follow the abbreviation; transpose the elements if necessary:

Minnesota studies in history, %n 2d ser., vol.18.

SUMMARY:

SERIES NOTE: Only in the case of series-traced-same is any editing done to the series NOTE other than inserting the appropriate code and deleting the surrounding parentheses.

SERIES TRACING: Only in the case of series-traced-differently is any editing done to the series TRACING other than to delete it.

IRREGULARITIES/EXCEPTIONS

DECEPTIVE CASES

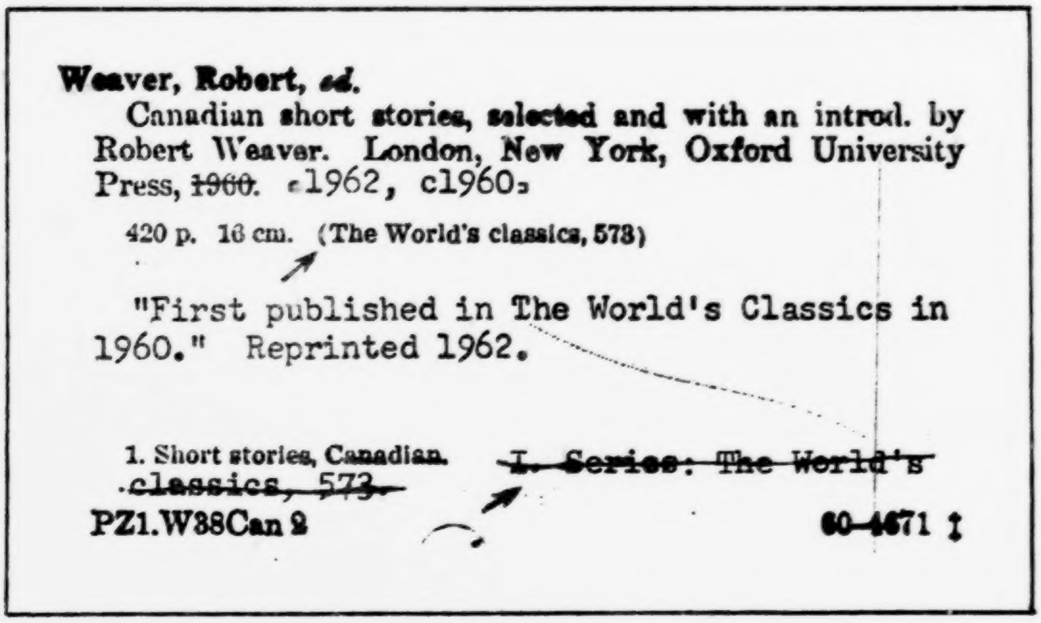
Due to variant cataloging practices, there may be departures from the standard forms described above. The editor must be alert to these variants and interpret carefully the card data.

TRACING HAS FORM 'SERIES:...'

For example, there may be a tracing which appears to be different from the series note because it is in the form of the word 'Series:' followed by some data. However, the data following the 'Series:' is exactly the same as the data in the series note.

INSTRUCTION:
In such a case, the tracing is considered the same as the series note; delete the tracing altogether.

EXAMPLE:



Weaver, Robert, *ed.*
Canadian short stories, selected and with an introd. by Robert Weaver. London, New York, Oxford University Press, ~~1960.~~ [1962, c1960]

420 p. 16 cm. (The World's classics, 573)

"First published in The World's Classics in 1960." Reprinted 1962.

1. Short stories, Canadian. ~~I. Series: The World's classics, 573.~~

PZ1.W38Can 2 60-4671 ‡

* * * *

TRACING APPEARS AS NON-SUBJECT/NON-SERIES

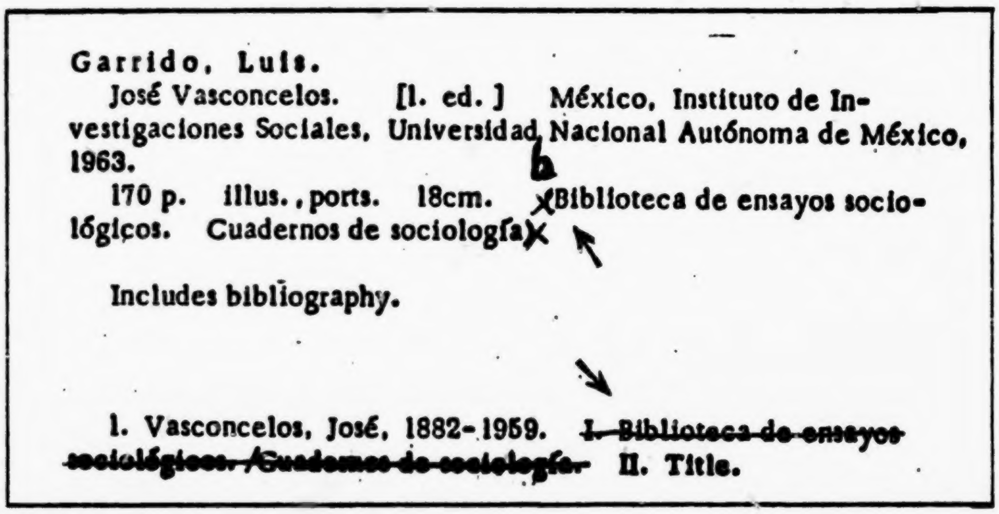
Another case is where the tracing is in the form of a non-subject/ non-series added entry, (i.e., apparently not a series tracing at all) but comparison of the tracing with the series note reveals that they are the same.

INSTRUCTION:

The added entry is considered a series-traced-the-same tracing, and so is deleted.

DECEPTIVE CASES (cont.)

EXAMPLE:



Garrido, Luis.

José Vasconcelos. [1. ed.] México, Instituto de Investigaciones Sociales, Universidad Nacional Autónoma de México, 1963.

170 p. illus., ports. 18cm. X(Biblioteca de ensayos sociológicos. Cuadernos de sociología)X

Includes bibliography.

1. Vasconcelos, José, 1882-1959. ~~I. Biblioteca de ensayos sociológicos. Cuadernos de sociología.~~ II. Title.

* * * *

SUBORDINATE SERIES

DISCUSSION:

An infrequent case (usually with government documents) is where a series note contains two series headings, indicating the fact that a document is a member of both a series and a related or subordinate series.

It may be that both the series and the subseries are traced, or neither is, or one is and the other is not, and they may be traced the same or differently from the note.

The editor must be careful to compare the notes with the tracings to determine what is being traced and how.

To avoid confusion with the main series, the full entry for the subseries is supposed to be given in the tracing.

INSTRUCTION:

If both series and subseries are either not traced (*c) or are traced differently (*d), insert the appropriate code in front of the note as a whole. Follow other series general editing instructions.

When the main series and the subseries do NOT receive the same code, insert the appropriate code in front of each one. Also insert a right parenthesis[ )] between the main series and the subseries. Follow other series general editing instructions.

Enter one series added entry type code in the 'j' boxes for each series tracing on the card.

For complex cases, consult the head editor.

EXAMPLE:

United Nations. Dept. of Economic and **Social Affairs.**
A manual for programme and performance budgeting.
New York, United Nations, 1965.

ix,103 p. illus. 28 cm. a (United Nations. Document
ST/ECA/89. ST/TAO/ser.C/75.

United Nations publications. Sales no.: 66.xvi.1.
Bibliography:p.103.

1. Program budgeting. I. Title. ~~(Series:~~ r United
Nations. # Document. ST/ECA/89. ~~Series:~~ r United Nations.
Document. ST/TAO/ser.C/75

COMMENT: This card contains one series note (series/subseries combination) traced differently and one series note (supplementary position) not traced. There are two tracings for the first note (both series and subseries spelled out).

Index acronymorum selectorum. Budapest [MTA Könyvtára] 196

v. 29 cm. b (Vocabularium abbreviaturarum bibliothecarii, n 3)
d A Magyar Tudományos Akadémia Könyvtárának közelményei, 47

Introd. in English, French, German, Hungarian and Russian.

Bibliography: v. 7, p. xvii-xix.

CONTENTS.—

7. Instituta communicationis, collegit et edidit E. Moravek.—

1. Communication and traffic—Abbreviations. 2. Acronyms.
~~(Series.~~ ~~Series:~~ r Magyar Tudományos Akadémia, Budapest. b Könyvtár.
A Magyar Tudományos Akadémia Könyvtárának közelményei, n 47

COMMENT: This card contains one series note (series/subseries combination) traced the same and a subseries traced differently, for a total of two tracings.

*a *b SERIES TRACED SAME AS NOTE

There are two kinds of series notes with identical tracings: Author-Title (assigned code '*a') and Title alone (assigned code '*b'). Because each kind is edited in a different fashion, they are discussed separately on the following pages.

* * *

IRREGULARITIES/EXCEPTIONS

INTRODUCTORY CAPTIONS

DISCUSSION:

On older cards, the series note may be preceded by introductory captions which record the source of the series information when it was not given on the title page.

INSTRUCTION:

Delete the captions and any elision marks (...) that appear in the series note, as well as the surrounding parentheses or brackets, as usual.

Do NOT make changes in grammar, punctuation, or sentence structure other than those specified in this manual. Do NOT attempt to convert Roman numerals to Arabic.

EXAMPLE:

~~(On Cover:~~ Teatro del pueble. [n. 7]~~)~~

~~(Added t.-p.:~~ Les littératures populaires de toutes les nations~~,~~ t.XLIV~~)~~

~~(Half-title:~~ Early English text society. Extra series, no.LXXXII~~)~~

*a | SERIES TRACED SAME AS NOTE: AUTHOR-TITLE

DISCUSSION:

This code applies to series notes with identical tracings. These notes are of two forms, which are discussed below.

I. **Author's name (personal, corporate or conference) followed by a title.**

Usually there is a period between the author and title portions of the entry heading, as in:

Florida. Dept. of Highways. Bulletin no. 27.
↑

II. **Possessive case (in Italics) followed by a title.**

This form of series note is intended to result in a series added entry composed of the main entry heading (or part of it) followed by the series title. The possessive case may be in the form of a possessive pronoun or a possessive phrase, as in:

Possessive pronoun: Its Bibliographic series, no.27.

Possessive phrase: The Society's Monograph series, no.8.

INSTRUCTION:

Insert the '*a' code in front of the series note.

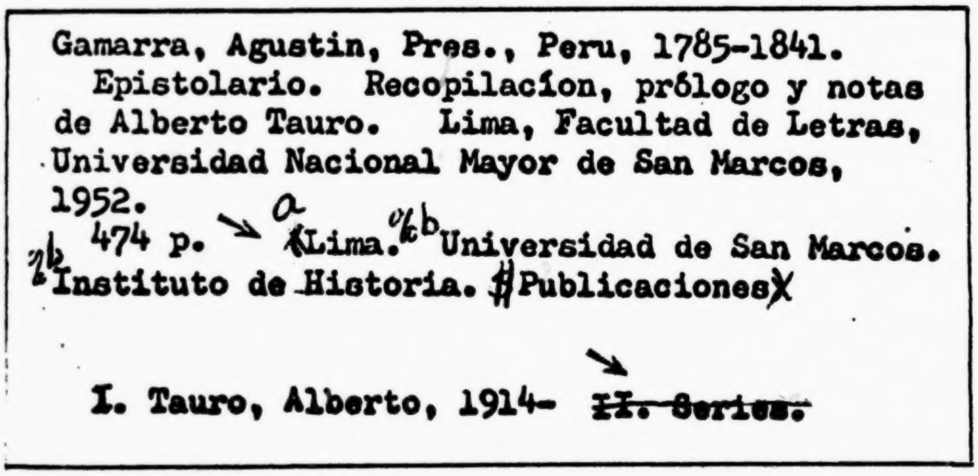
Delimit the author portion according to the general rules for names (see p. 24).

Insert a dollar sign ($) in front of the title portion. Insert the delimiter '%n' in front of the sequential indicator, if there is one, as explained in the general instructions. DELETE THE SERIES TRACING.

See the I-Field 'ja' code 'Added Entry Type Code' , pp. 148-149.

EXAMPLE:

AUTHOR'S NAME: FORM I



Gamarra, Agustin, Pres., Peru, 1785-1841.
Epistolario. Recopilacíon, prólogo y notas de Alberto Tauro. Lima, Facultad de Letras, Universidad Nacional Mayor de San Marcos, 1952.
474 p. *aLima. %bUniversidad de San Marcos. %bInstituto de Historia. $Publicaciones~~)~~

I. Tauro, Alberto, 1914- ~~II. Series.~~

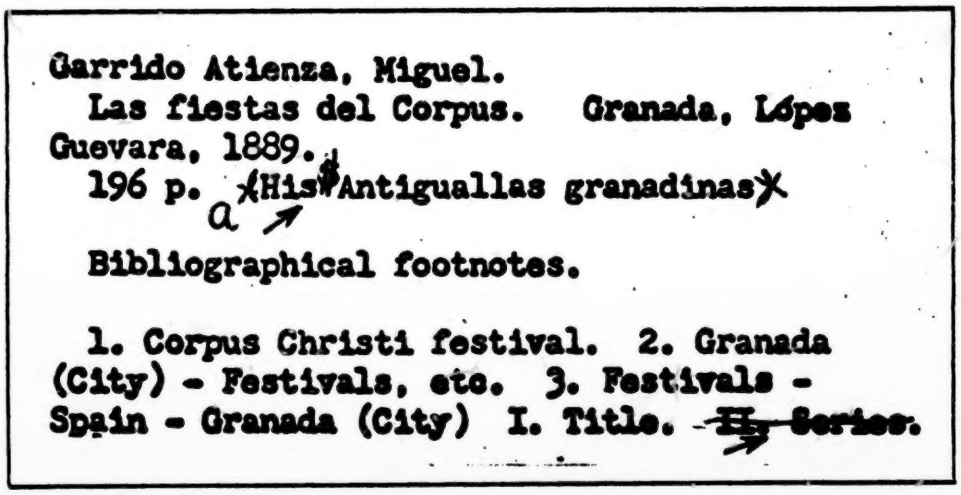
EXAMPLE (cont.):

AUTHOR'S NAME: FORM I (cont.)

a XU.S.∧%b Dept. of Agriculture.$ Publications.X

a XYale University.%b Museum of Indian Culture.
$ Handbook series,∧%n no.2.X

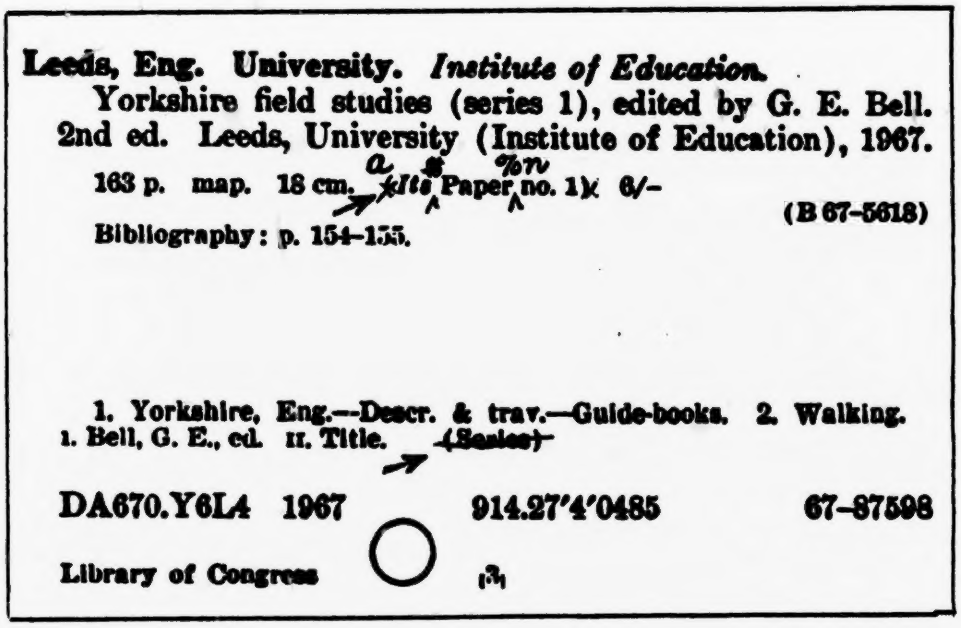
POSSESSIVE CASE: FORM II



Garrido Atienza, Miguel.
Las fiestas del Corpus. Granada, López Guevara, 1889.∧
196 p. a X**His**$ **Antiguallas granadinas**X

Bibliographical footnotes.

1. Corpus Christi festival. 2. Granada (City) - Festivals, etc. 3. Festivals - Spain - Granada (City) I. Title. ~~**II. Series.**~~



Leeds, Eng. University. ***Institute of Education.***
Yorkshire field studies (series 1), edited by G. E. Bell. 2nd ed. Leeds, University (Institute of Education), 1967.
163 p. map. 18 cm. a X*Its*∧$ Paper∧%n no. 1)X 6/-
(B 67-5618)
Bibliography: p. 154-155.

1. Yorkshire, Eng.—Descr. & trav.—Guide-books. 2. Walking.
I. Bell, G. E., ed. II. Title. ~~(Series)~~

DA670.Y6L4 1967 914.27'4'0485 67-87598

Library of Congress ○ [3]

*b SERIES TRACED SAME AS NOTE: TITLE

DISCUSSION:

In notes of this type, only the title of the series is indicated, with or without numbering.

INSTRUCTION:

Insert the '*b' code in front of the series note and delete parentheses.

Insert the delimiter '%n' in front of the sequential indicator, and follow other General Instructions.

DELETE TRACING.

There is NO entry in the I-Field 'j ' boxes.

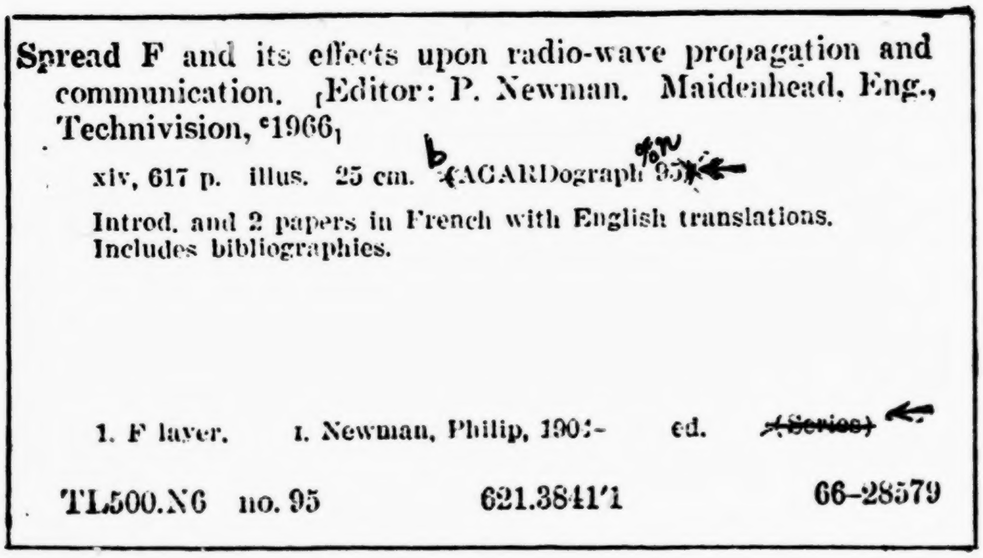
EXAMPLE:

b ~~(~~Department of agriculture publication %n no. 23.~~)~~

b ~~(~~Columbia University studies in psychology.~~)~~

b ~~(~~American Economic Association doctoral series.~~)~~

b ~~(~~Oxford medical publications.~~)~~



Spread F and its effects upon radio-wave propagation and communication. [Editor: P. Newman. Maidenhead, Eng., Technivision, ©1966]

xiv, 617 p. illus. 25 cm. b ~~(~~AGARDograph %n 95~~)~~ ←

Introd. and 2 papers in French with English translations.
Includes bibliographies.

1. F layer. I. Newman, Philip, 190[illegible]- ed. ~~(Series)~~ ←

TL500.N6 no. 95 621.3841'1 66-28579

*c SERIES NOT TRACED

DISCUSSION:

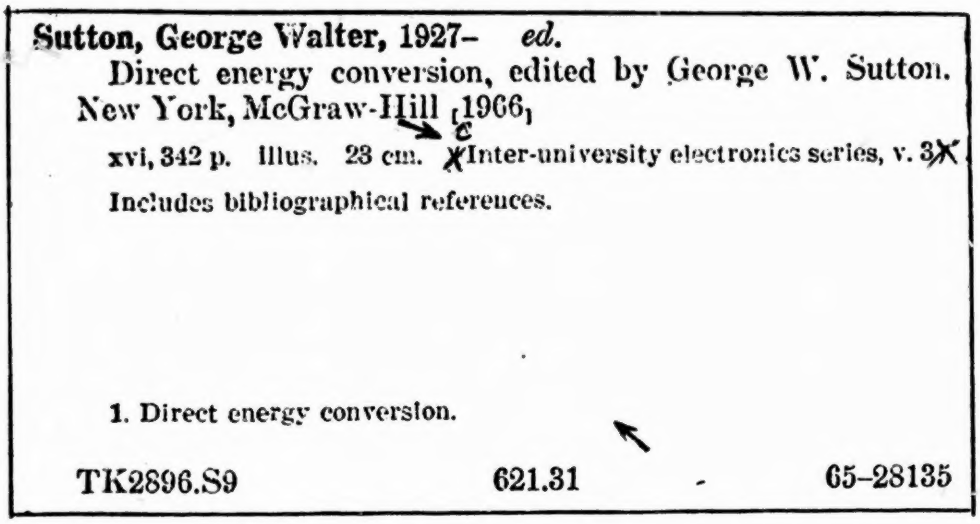
This code applies to a series note when it has no series tracing. Unlike series notes which are traced the same, no distinction is made here between author-title and title notes.

INSTRUCTION:

Insert the '*c' code in front of the note and delete the parentheses if they occur.

There is no tracing, and, therefore, no entry in the I-Field 'j' boxes.

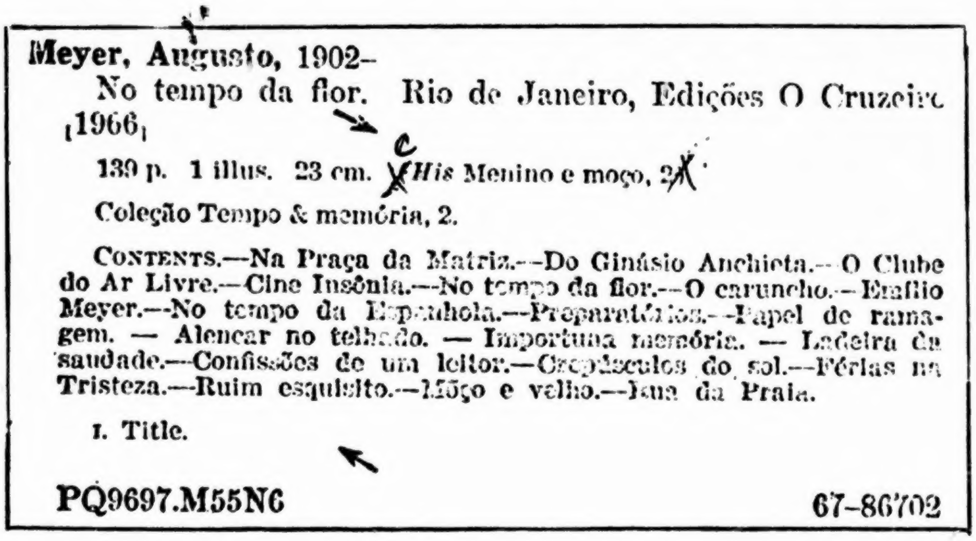
EXAMPLE:



Sutton, George Walter, 1927- *ed.*
Direct energy conversion, edited by George W. Sutton. New York, McGraw-Hill [1966]
c
xvi, 342 p. illus. 23 cm. Inter-university electronics series, v. 3
Includes bibliographical references.

1. Direct energy conversion.

TK2896.S9 621.31 65-28135



Meyer, Augusto, 1902-
No tempo da flor. Rio de Janeiro, Edições O Cruzeiro [1966]
c
139 p. 1 illus. 23 cm. *His* Menino e moço, 2
Coleção Tempo & memória, 2.

CONTENTS.—Na Praça da Matriz.—Do Ginásio Anchieta.—O Clube do Ar Livre.—Cine Insônia.—No tempo da flor.—O caruncho.—Emílio Meyer.—No tempo da Espanhola.—Preparatórios.—Papel de ramagem. — Alencar no telhado. — Importuna memória. — Ladeira da saudade.—Confissões de um leitor.—Crepúsculos do sol.—Férias na Tristeza.—Ruim esquisito.—Môço e velho.—Rua da Praia.

I. Title.

PQ9697.M55N6 67-86702

*d / *r SERIES TRACED DIFFERENTLY

DISCUSSION:

Code *d applies to a series note whose tracing is NOT identical; code *r applies to the tracing for that note. No distinction for editing purposes is made as to the form of the note, but editing of the tracing differs depending on whether it is of the Author-Title or the Title form.

INSTRUCTION:

Insert the '*d' code in front of the NOTE and delete parentheses if they occur.

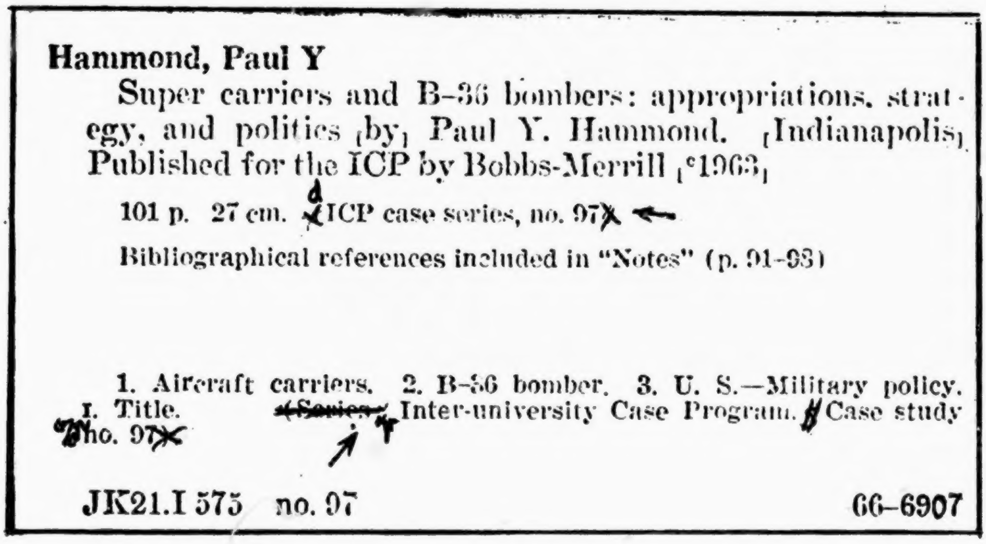
Insert the '*r' code in front of the series TRACING. Delete the word 'Series:' and the surrounding parentheses.

Delimit the tracing according to the instructions for the Author-Title (*a) or Title (*b) series notes on the preceding pages.

If the tracing is of the Author-Title form, remember to delimit the author portion according to the general rules for delimiting names. (See p. 24 ff).

See p. 161 for instructions on entering type-codes in the 'jr' boxes.

EXAMPLE:



Hammond, Paul Y

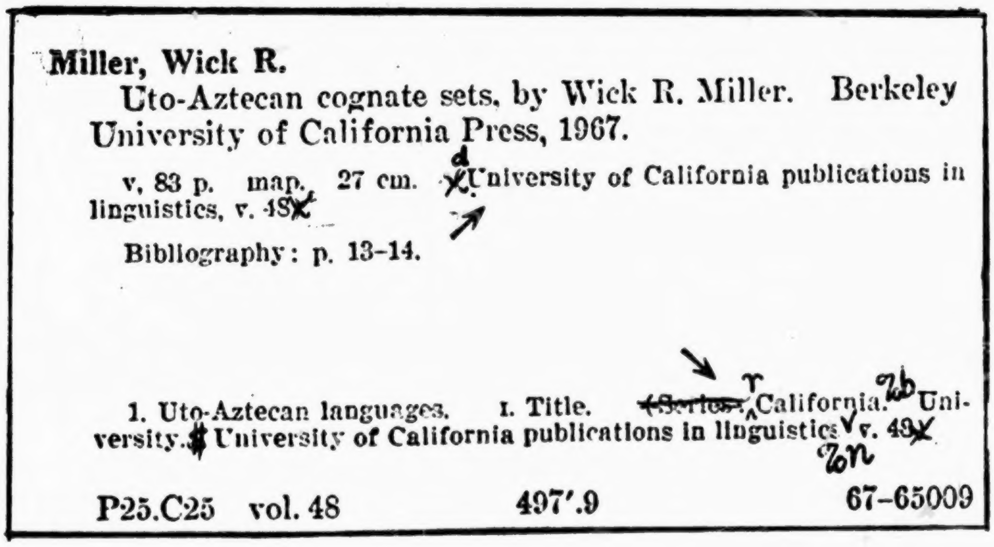
Super carriers and B-36 bombers: appropriations, strategy, and politics [by] Paul Y. Hammond. [Indianapolis] Published for the ICP by Bobbs-Merrill [c1963]

101 p. 27 cm. d ~~(~~ICP case series, no. 97~~)~~

Bibliographical references included in "Notes" (p. 91-93)

1. Aircraft carriers. 2. B-36 bomber. 3. U. S.—Military policy. I. Title. ~~(Series:~~ r Inter-university Case Program. # Case study %n no. 97~~)~~

JK21.I 575 no. 97 66-6907



Miller, Wick R.

Uto-Aztecan cognate sets, by Wick R. Miller. Berkeley University of California Press, 1967.

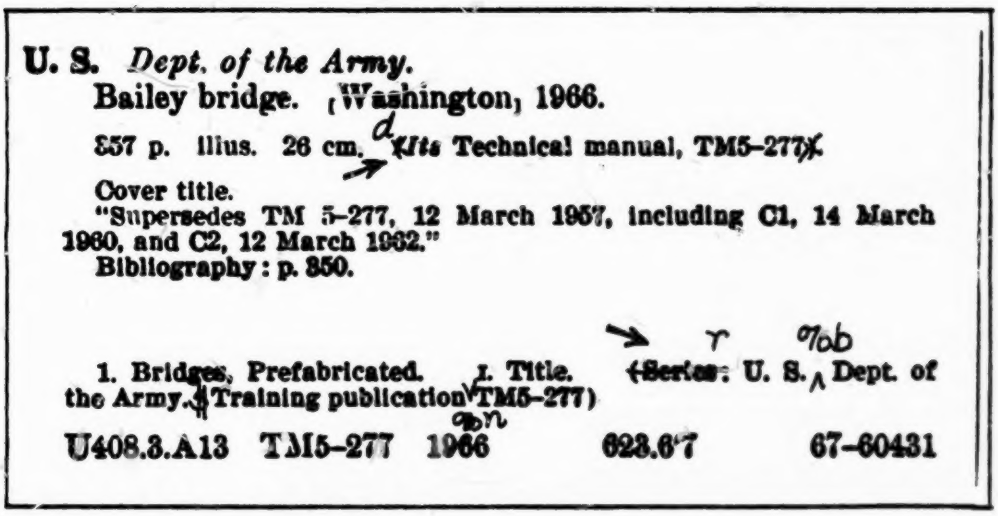
v, 83 p. map. 27 cm. d ~~(~~University of California publications in linguistics, v. 48~~)~~

Bibliography: p. 13-14.

1. Uto-Aztecan languages. I. Title. ~~(Series:~~ r California. %b University. # University of California publications in linguistics %n v. 48~~)~~

P25.C25 vol. 48 497'.9 67-65009

EXAMPLE (cont.):



U. S. *Dept. of the Army.*
Bailey bridge. [Washington] 1966.

857 p. illus. 26 cm. d (*Its* Technical manual, TM5-277)

Cover title.
"Supersedes TM 5-277, 12 March 1957, including C1, 14 March 1960, and C2, 12 March 1962."
Bibliography: p. 850.

r %b
1. Bridges, Prefabricated. I. Title. (Series: U. S. Dept. of the Army. Training publication TM5-277)
%n
U408.3.A13 TM5-277 1966 623.67 67-60431

*e NATIONAL BIBLIOGRAPHY NUMBER (NBN)

DISCUSSION:

NBN is a register number taken by LC from the cataloging copy adapted for printed cards under the Shared Cataloging Program. The LC card includes the number in those entries derived from records to be printed in foreign national bibliographies with which LC is cooperating in this program.

SEE:

For your information a list of the major countries participating in the program - and their NBN symbols - is given on p. 76 .

LOCATION:

The number appears in a variety of places on the catalog card; it usually occurs with price. However, it may also appear in the contents note (along with the price of that part of the book to which it corresponds), or it can appear in the middle of the page flush with the right margin.

SEE:

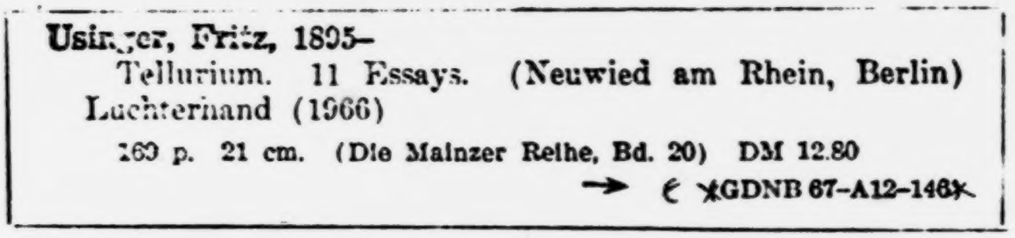
Bibliographic Price, p. 47 .

INSTRUCTION:

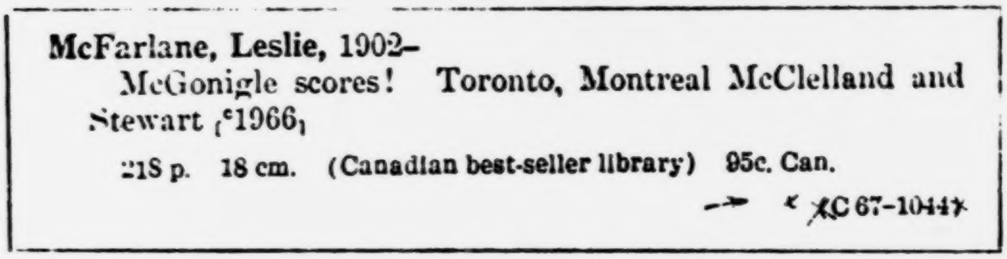
Insert code '*e' before the NBN. Delete the parentheses.

Apply code '*e' only once per card. If the card contains more than one NBN, use delimiters (%) to separate the NBNs. If the NBNs are separated by some intervening matter, see below under NBNs As Part Of Text.

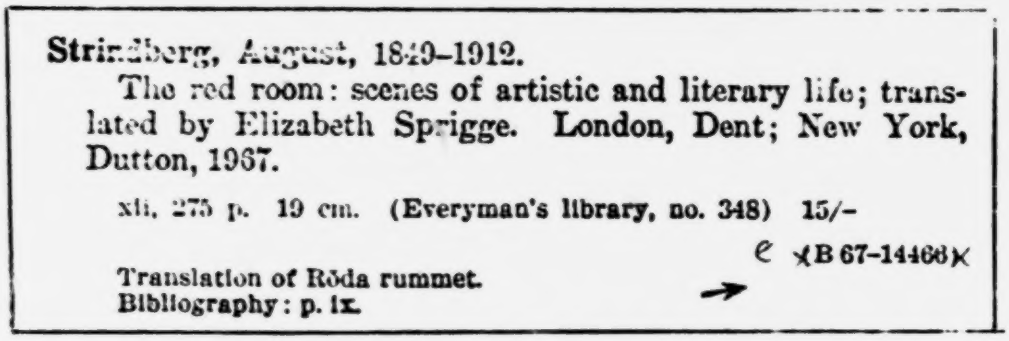
EXAMPLE:



Usinger, Fritz, 1895–
Tellurium. 11 Essays. (Neuwied am Rhein, Berlin) Luchterhand (1966)
260 p. 21 cm. (Die Mainzer Reihe, Bd. 20) DM 12.80
→ e ~~(~~GDNB 67-A12-146~~)~~



McFarlane, Leslie, 1902–
McGonigle scores! Toronto, Montreal McClelland and Stewart [c1966]
218 p. 18 cm. (Canadian best-seller library) 95c. Can.
→ e ~~(~~C 67-1044~~)~~



Strindberg, August, 1849–1912.
The red room: scenes of artistic and literary life; translated by Elizabeth Sprigge. London, Dent; New York, Dutton, 1967.
xii, 275 p. 19 cm. (Everyman's library, no. 348) 15/-
e ~~(~~B 67-14466~~)~~
Translation of Röda rummet.
Bibliography: p. ix.
→

IRREGULARITIES/EXCEPTIONS

INCOMPLETE NBN:

IRREGULARITY:

Sometimes the numbers are omitted from a NBN and in their place are three plus signs (+++) or three asterisks (***). Such a NBN means that LC has received a copy of the book but does not have the NBN (which is assigned by the country of origin).

INSTRUCTION:

Substitute a hyphen (-) for each asterisk or plus sign, as in: (GDB$\overbrace{***}^{---}$). (The purpose of this is to avoid conflict with the other coding functions of the asterisk and plus sign.)

NBNs AS PART OF THE TEXT:

IRREGULARITY:

Sometimes NBNs are printed as part of a contents note or of another note.

INSTRUCTION:

Delete the NBNs from the note and rewrite elsewhere on the card (where-ever there is available space). When rewriting, follow the normal procedure for editing a card with more than one NBN (see above).

PREFIX SYMBOLS USED IN NATIONAL BIBLIOGRAPHY NUMBER ON LC PRINTED CARDS

Symbol	Country of Bibliographic Data Origin
Au	Austria - Oesterreichische Bibliographie
Aus	Australia
B	United Kingdom - British National Bibliography
Be	Belgium - Bibliographie de Belgique
C	Canada - Canadiana (item of Canadian origin)
CG	" " (item is pub. of Government of Canada)
CP	" " (item is pub. of a provincial government of Canada)
Can	" " (item is not of Canadian origin, but appears in Canadiana)
D	Denmark - Det danske bogmarked
F	France - Bibliographie de la France
GDB	Germany - Deutsche Bibliographie (West Ger.)
GDNB	" - Deutsche Nationalbibliographie (E. Ger.)
N	Norway - Norsk bokhandler tidende
NZ	New Zealand -
Ne	Holland - Brinkman's Cumulatieve Catalogus
S	Sweden - Svensk bokhandel
SANB	South Africa - Nieuwsblad voor de boekhandel
Sw	Switzerland - Das Schweizer Buch

*f BIBLIOGRAPHY NOTE

DISCUSSION:

This code should be applied to all notes of this type regardless of synonyms that may be used, e.g., 'Sources:...', 'Bibliographical footnotes', 'Suggested readings at the end of chapters', 'List of recommended books', 'References', and notes of this nature in foreign languages.

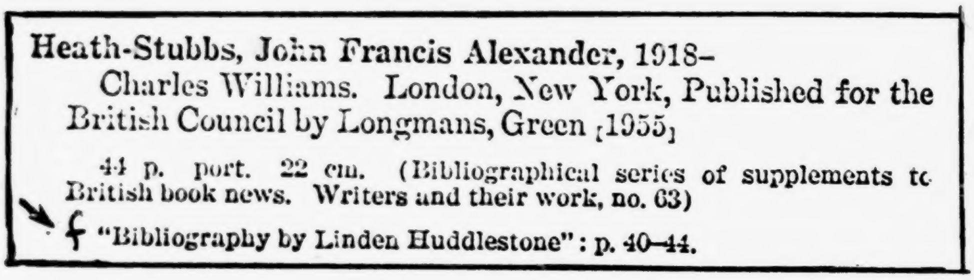
LOCATION:

Bibliography notes are found in the center of the card, in the note position. They receive the code '*f' only if they stand alone; if they are contained in another note (such as CONTENTS), they do not receive a separate code (see example below).

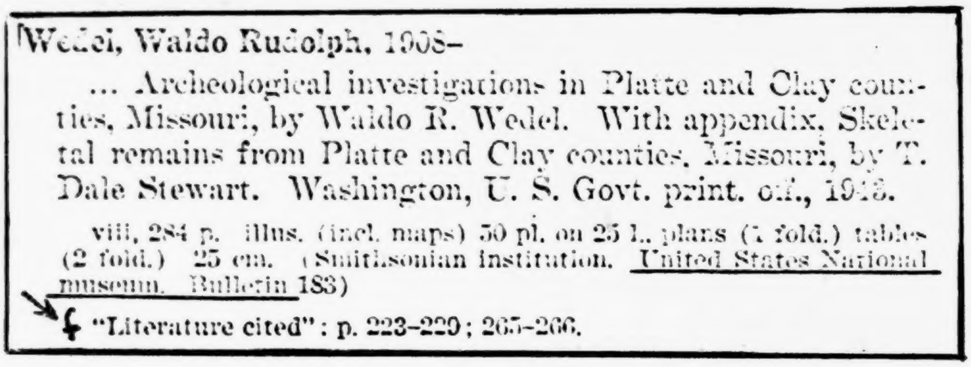
INSTRUCTION:

Insert the '*f' code in front of the note.

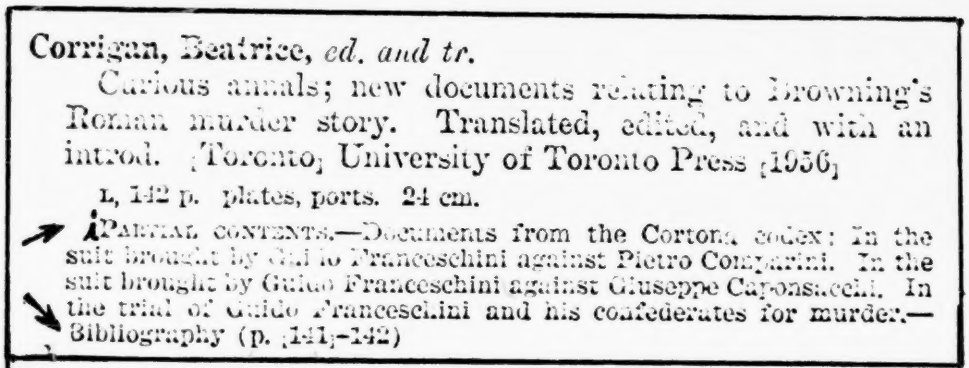
EXAMPLE:



Heath-Stubbs, John Francis Alexander, 1918–
Charles Williams. London, New York, Published for the British Council by Longmans, Green [1955]
44 p. port. 22 cm. (Bibliographical series of supplements to British book news. Writers and their work, no. 63)
f "Bibliography by Linden Huddlestone": p. 40–44.



Wedel, Waldo Rudolph, 1908–
... Archeological investigations in Platte and Clay counties, Missouri, by Waldo R. Wedel. With appendix, Skeletal remains from Platte and Clay counties, Missouri, by T. Dale Stewart. Washington, U. S. Govt. print. off., 1943.
viii, 284 p. illus. (incl. maps) 50 pl. on 25 l., plans (1 fold.) tables (2 fold.) 25 cm. (Smithsonian institution. United States National museum. Bulletin 183)
f "Literature cited": p. 223-229; 265-266.



Corrigan, Beatrice, *ed. and tr.*
Curious annals; new documents relating to Browning's Roman murder story. Translated, edited, and with an introd. [Toronto] University of Toronto Press [1956]
L, 142 p. plates, ports. 24 cm.
i PARTIAL CONTENTS.—Documents from the Cortona codex: In the suit brought by Guido Franceschini against Pietro Comparini. In the suit brought by Guido Franceschini against Giuseppe Caponsacchi. In the trial of Guido Franceschini and his confederates for murder.—Bibliography (p. [141]-142)

NOTE: If a bibliography note appears in a CONTENTS note, the part indicating the existence of a bibliography does not receive a separate code; it is treated as part of the CONTENTS note.

*g | 'IN' ANALYTIC NOTE

DISCUSSION:

An analytic entry is an entry for a PART of a work or a series of works for which another, comprehensive, entry is made.

This field applies only to analytic entries for parts NOT bibliographically independent, i.e., parts without numbers to distinguish them from other parts of the more comprehensive work.

Such entries are also called 'page' analyticals.

LOCATION:

A note showing the relationship of the part to the larger work follows the title statement.

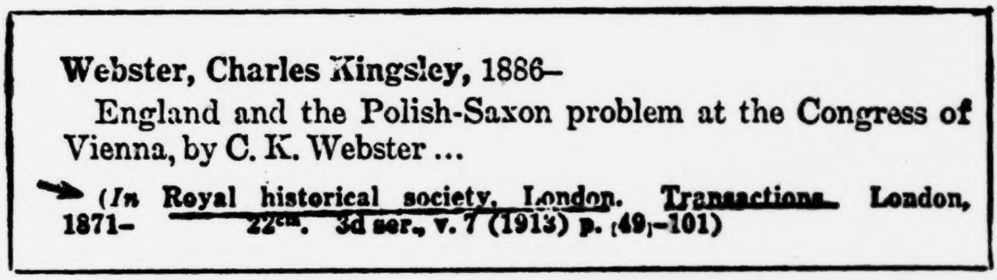
This 'analytic' note is enclosed in parentheses, begins with the italicized word 'In', and contains the following items, in this order: author's surname and forename or initials (or a possessive phrase when the author is the same as that of the part analyzed), brief title, place and date of publication. Size and pagination may also be included.

INSTRUCTION:

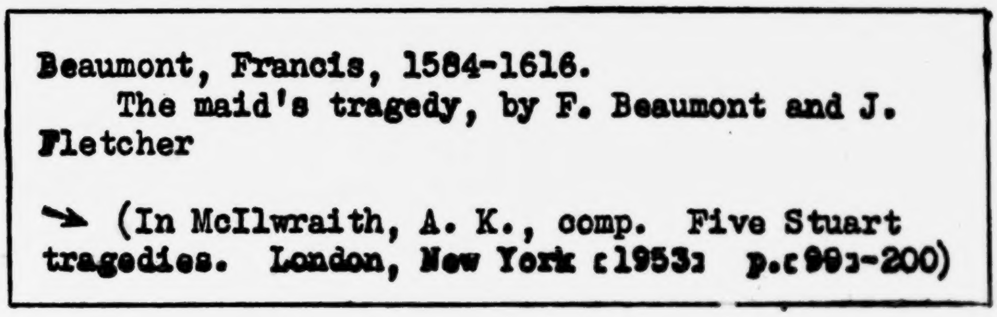
Under current MARC definitions, the analytic entry does not fall within the scope of 'monographs'.

When MARC issues definitions and editing procedure for this type of entry, provisions may be implemented in the CSL system.

EXAMPLE:



Webster, Charles Kingsley, 1886–
England and the Polish-Saxon problem at the Congress of Vienna, by C. K. Webster ...
→ (*In* Royal historical society, London. Transactions. London, 1871– 22^{cm}. 3d ser., v. 7 (1913) p. [49]–101)



Beaumont, Francis, 1584-1616.
The maid's tragedy, by F. Beaumont and J. Fletcher

→ (In McIlwraith, A. K., comp. Five Stuart tragedies. London, New York [1953] p.[99]-200)

*h | DISSERTATION NOTE

DISCUSSION:

This note is usually identifiable by the word 'Thesis' or its equivalent in another language.

Notes that read: "Also issued as Doctoral Thesis..." are also coded '*h'.

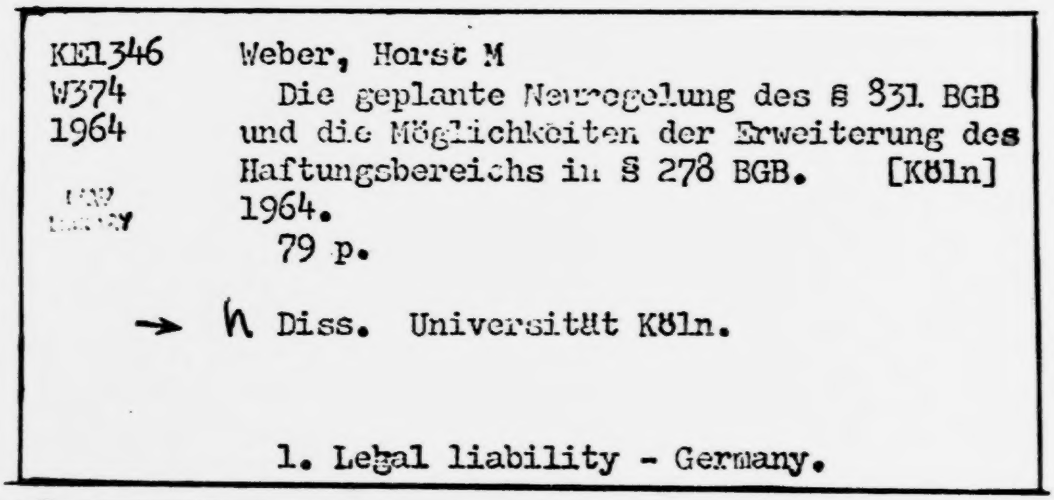
LOCATION:

The dissertation note is found in the middle of the card, in the note position.

INSTRUCTION:

Insert the '*h' code in front of the dissertation note.

EXAMPLE:

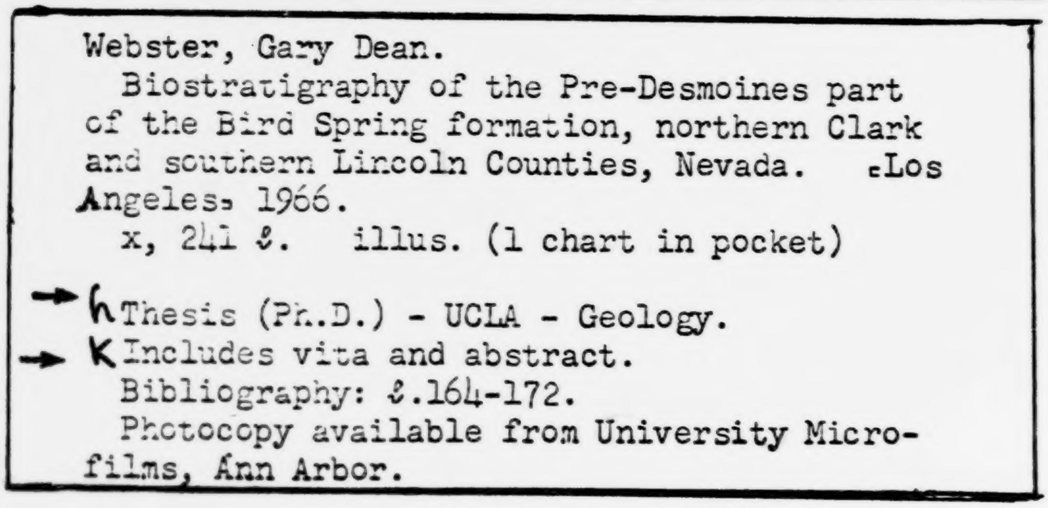


KE1346 Weber, Horst M
W374 Die geplante Neuregelung des § 831 BGB
1964 und die Möglichkeiten der Erweiterung des Haftungsbereichs in § 278 BGB. [Köln] 1964.

79 p.

→ h Diss. Universität Köln.

1. Legal liability - Germany.



Webster, Gary Dean.

Biostratigraphy of the Pre-Desmoines part of the Bird Spring formation, northern Clark and southern Lincoln Counties, Nevada. [Los Angeles] 1966.

x, 241 ℓ. illus. (1 chart in pocket)

→ h Thesis (Ph.D.) - UCLA - Geology.

→ k Includes vita and abstract.

Bibliography: ℓ.164-172.

Photocopy available from University Microfilms, Ann Arbor.

NOTE: Many times a note regarding the presence of a biographical sketch of the author of the dissertation is added to the card in position following the thesis note. The word 'Vita' is commonly used. When it occurs, the 'Vita' note is to be tagged as a general (all others) note, code '*k'.

*i | CONTENTS NOTE

DISCUSSION:

The intention of this code is to record the presence of a formatted note listing the contents of the work cataloged.

Formatted contents notes must be of the form: 'CONTENTS', or 'PARTIAL CONTENTS', or the like in small capitals at the beginning of or centered over a paragraph listing chapters, etc.

LOCATION:

The contents note is found in the middle of the card, in the note position. It is normally the last note in the entry.

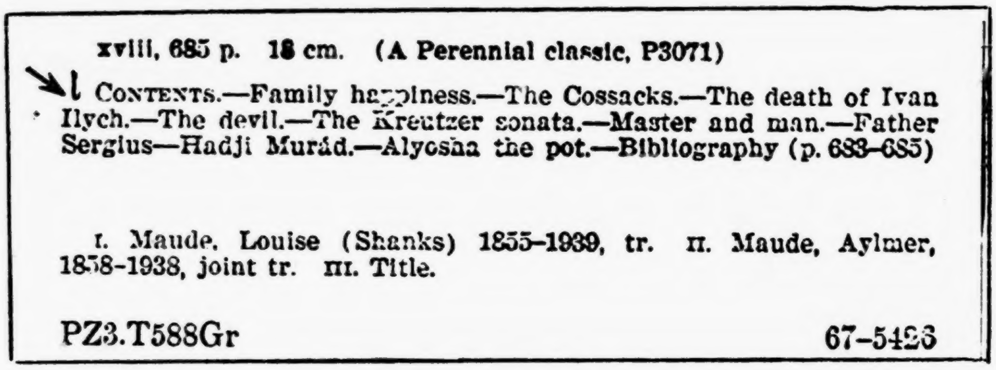
INSTRUCTION:

Distinguish among 3 types of this note: 1) full contents, 2) incomplete contents, and 3) partial contents. Each is discussed separately below.

FULL CONTENTS:

If the note is of the form 'CONTENTS' followed immediately by data, insert the code '*i' in front of the note. No deleting or further editing is needed.

Example:



xviii, 685 p. 18 cm. (A Perennial classic, P3071)

i Contents.—Family happiness.—The Cossacks.—The death of Ivan Ilych.—The devil.—The Kreutzer sonata.—Master and man.—Father Sergius—Hadji Murád.—Alyosha the pot.—Bibliography (p. 683-685)

I. Maude, Louise (Shanks) 1855-1939, tr. II. Maude, Aylmer, 1858-1938, joint tr. III. Title.

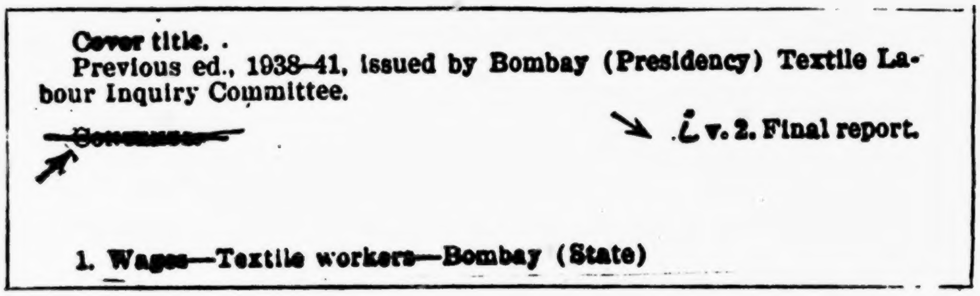
PZ3.T588Gr 67-5423

* * * * *

INCOMPLETE CONTENTS:

If the note is of the form 'CONTENTS' followed by a large blank space, delete the word 'CONTENTS' and insert the code '*i' in front of the first element listed.

Example:



Cover title.

Previous ed., 1938-41, issued by Bombay (Presidency) Textile Labour Inquiry Committee.

~~Contents~~ i v. 2. Final report.

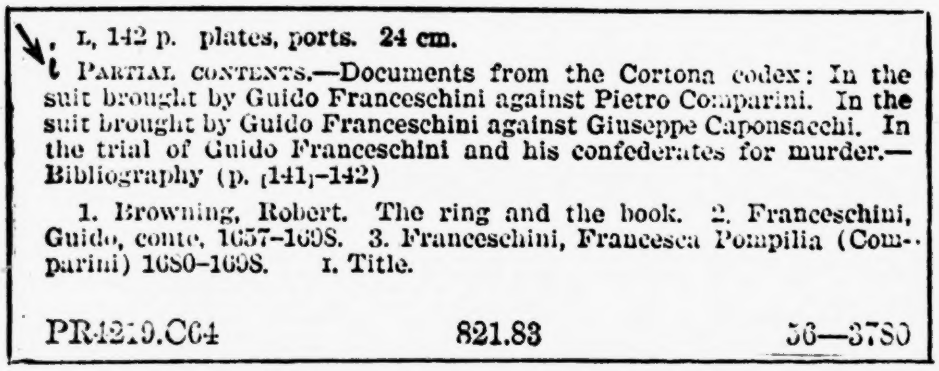
1. Wages—Textile workers—Bombay (State)

* * * * *

PARTIAL CONTENTS

If the note is of the form 'PARTIAL CONTENTS' plus data, insert the code '*i' in front of these words. No deleting or further editing is needed.

Example:



, l., 142 p. plates, ports. 24 cm.

i PARTIAL CONTENTS.—Documents from the Cortona codex: In the suit brought by Guido Franceschini against Pietro Comparini. In the suit brought by Guido Franceschini against Giuseppe Caponsacchi. In the trial of Guido Franceschini and his confederates for murder.—Bibliography (p. [141]-142)

1. Browning, Robert. The ring and the book. 2. Franceschini, Guido, conte, 1657-1698. 3. Franceschini, Francesca Pompilia (Comparini) 1680-1698. I. Title.

PR4219.C64 821.83 56—3780

* * * * *

SIMILAR CASES TREATED DIFFERENTLY

Only the three examples discussed above (where the word 'CONTENTS' is set off) are coded '*i'. Informal contents notes (i.e., those describing the contents of the book without setting off the word 'CONTENTS') are usually coded '*k' (General notes) unless some other code (such as '*f' - Bibliography notes) is applicable.

*j 'BOUND WITH' NOTE

DISCUSSION:

This note shows the presence in the volume of another work or works other than that under which the volume is entered. The note may also be of the form: 'with, as issued.'

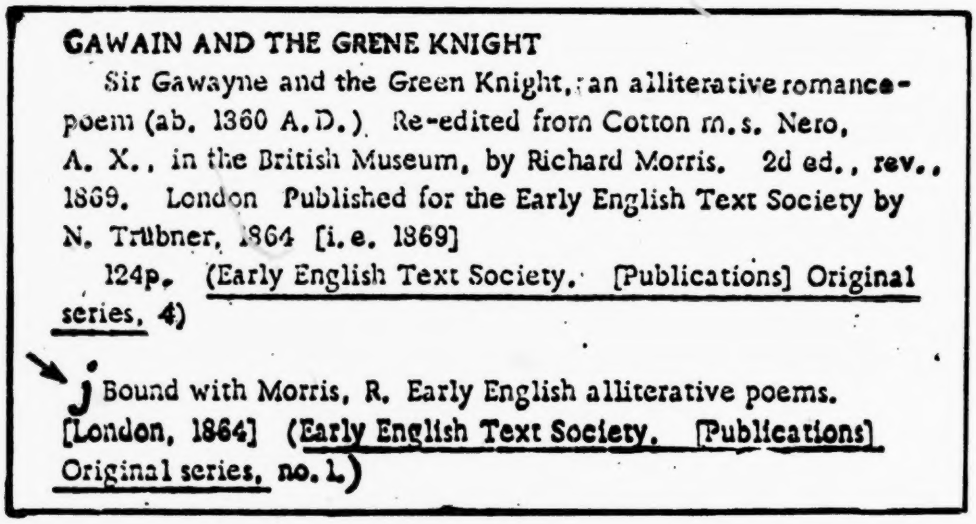
LOCATION:

Bound with notes are found in the middle of the card, in the note position.

INSTRUCTION:

Insert the '*j' code in front of the note.

EXAMPLE:



GAWAIN AND THE GRENE KNIGHT

Sir Gawayne and the Green Knight, : an alliterative romance-poem (ab. 1360 A.D.) Re-edited from Cotton m.s. Nero, A. X., in the British Museum, by Richard Morris. 2d ed., rev., 1869. London Published for the Early English Text Society by N. Trübner, 1864 [i.e. 1869]

124p. (Early English Text Society. [Publications] Original series, 4)

j Bound with Morris, R. Early English alliterative poems. [London, 1864] (Early English Text Society. [Publications] Original series, no. 1.)

*k GENERAL NOTES

DISCUSSION:

This code is for all other notes not provided for in the instructions in the manual for particular kinds of notes. Some of the notes which fall into this category are:

- -minor supplements that are informally noted
- -'vita' notes (in conjunction with a dissertation)
- -informal contents notes
- -notes of the existence of an abstract
- -notes of bibliographic relationship to a preceding work
- -notes about the condition of the copy
- -library holdings notes
- -'current volume in reference' notes

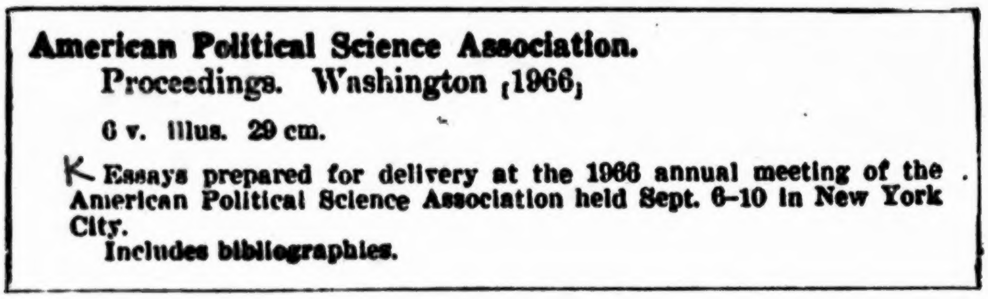
LOCATION:

Notes are found in the middle of the card, following the collation statement and before the tracings.

INSTRUCTION:

Insert the '*k' code in front of the note.

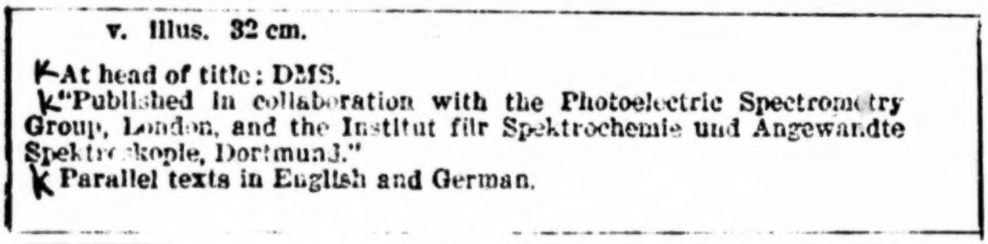
EXAMPLE:



American Political Science Association.
Proceedings. Washington ₍1966₎

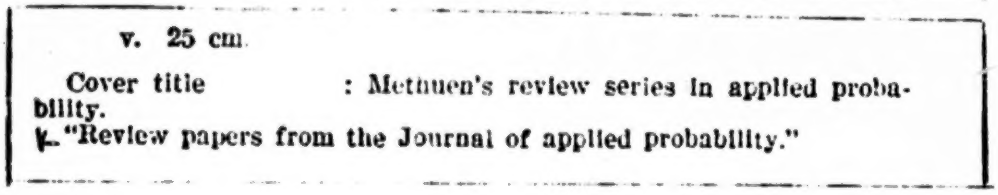
6 v. illus. 29 cm.

K Essays prepared for delivery at the 1966 annual meeting of the American Political Science Association held Sept. 6–10 in New York City.
Includes bibliographies.



v. illus. 32 cm.

K At head of title: DMS.
K "Published in collaboration with the Photoelectric Spectrometry Group, London, and the Institut für Spektrochemie und Angewandte Spektroskopie, Dortmund."
K Parallel texts in English and German.



v. 25 cm.

Cover title : Methuen's review series in applied probability.
K "Review papers from the Journal of applied probability."

*m LC SUBJECT HEADINGS

DISCUSSION:

Subject added entry tracings are immediately distinguishable from non-subject/non-series added entry tracings (which receive code '*q') by the ARABIC numerals which precede them, as opposed to the Roman numerals preceding non-subject/non-series tracings.

Subject added entries may be of two forms; a subject heading alone or a subject heading followed by subject subdivision(s).

Subject subdivisions are supposed to be preceded by an em-dash or by two hyphens.

The Library of Congress has defined ninetypes of subject added entries and three types of subject subdivisions. Each type has its own type code which must be recorded in the I-Field 'jm' boxes (Type of Added Entries). Instructions for identifying and coding these types are given on p. 150ff.

LOCATION:

Subject added entries are found near the bottom of the card, in the tracings paragraph.

INSTRUCTIONS:

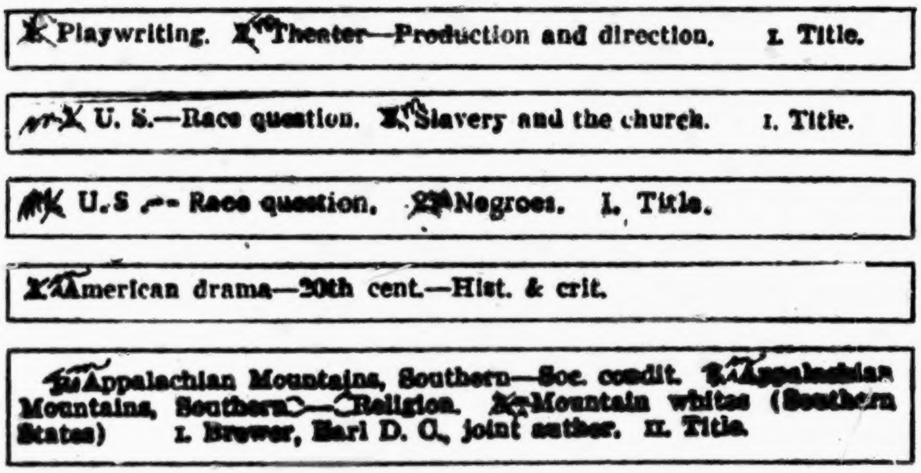
Insert code '*m' before the subject added entry, and delete the Arabic numeral preceding the entry.

When subdivisions follow the subject heading, they must be preceded either by an em-dash or by two hyphens with NO spaces between, before or after the hyphen or the dash.* If there are spaces, close them up; if there is only one hyphen given, insert another.

When the subject added entry is a name, either personal, corporate, or conference, code and delimit it as directed by the general instructions, p. 24ff.

Enter the appropriate type code for each subject heading and subdivision in the 'jm' boxes on the coding sheet. See p. 154.

EXAMPLE:



Playwriting. Theater—Production and direction. I. Title.

U. S.—Race question. Slavery and the church. I. Title.

U. S --Race question. Negroes. I. Title.

American drama—20th cent.—Hist. & crit.

Appalachian Mountains, Southern—Soc. condit. Appalachian Mountains, Southern—Religion. Mountain whites (Southern States) I. Brewer, Earl D. C., joint author. II. Title.

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*An em-dash or a double hyphen is the machine 'code' for a subdivision; without one or the other, a subdivision will not be recognized.

IRREGULARITY/EXCEPTION

SUBJECT ADDED ENTRY TRACED ON VERSO

DISCUSSION:

If there is not room for the tracings at the bottom of the card, the local library puts them on the verso. In this position they normally are NOT preceded by numerals nor terminated by periods.

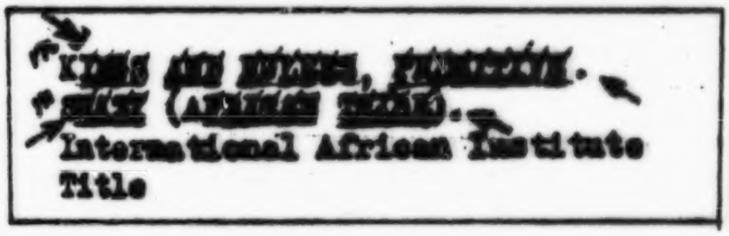
Subject added entry tracings in this position are distinguishable by the fact that they are normally written entirely in capital letters.

INSTRUCTION:

Insert the '*m' code before each subject added entry tracing. Mark the tracing for decapitalization where needed.

Insert a period at the end of each tracing, where needed. Follow other general coding instructions for this type of tracing.

EXAMPLE:



*[illegible].
*[illegible] ([illegible]).
International African Institute
Title

ADDITIONAL SUBJECT HEADINGS

DISCUSSION:

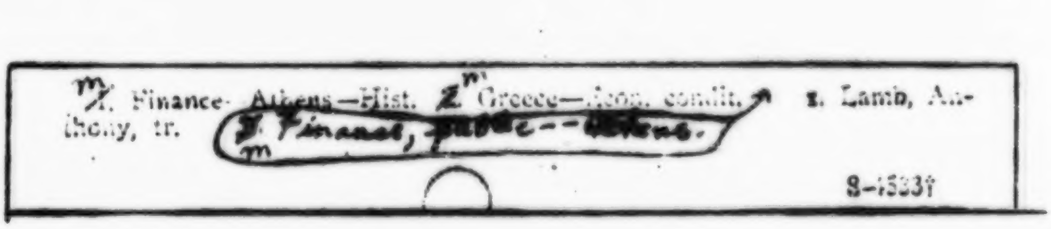
On an LC printed card it may happen that the local library will add its own subject headings after those supplied by LC. For lack of space these additional subject headings may be typed on following the other (i.e. Roman numeral) added entries.

There is no problem identifying the subject headings because of the Arabic numerals which precede them, but the order in which they appear may cause problems. The subject headings must be keypunched one after another, all in a group, so the editor must indicate to the keypunch operator the correct order for all the tracings.

INSTRUCTION:

By means of arrows, and encircling if needed, rearrange the additional subject heading tracings so that they follow the LC-supplied ones.

EXAMPLE:



m ~~1.~~ Finance—~~Athens~~—Hist. m ~~2.~~ Greece—Econ. condit. I. Lamb, Anthony, tr.
~~3.~~ Finance, public--Athens.
m
S-45337

*n | TITLE ROMANIZED NOTE (no added entry)

DISCUSSION:

This field contains a note beginning 'Title romanized' or 'Title transliterated.' Such notes appear on cards when the title of the work represented in the catalog record is in non-Roman characters.

The romanized form of the title as denoted in the 'Title romanized' note sometimes is used as a title added entry. When such an added entry appears on the card along with a 'Title romanized' note, this code does NOT apply. See B-Field code !q, p.124.

LOCATION:

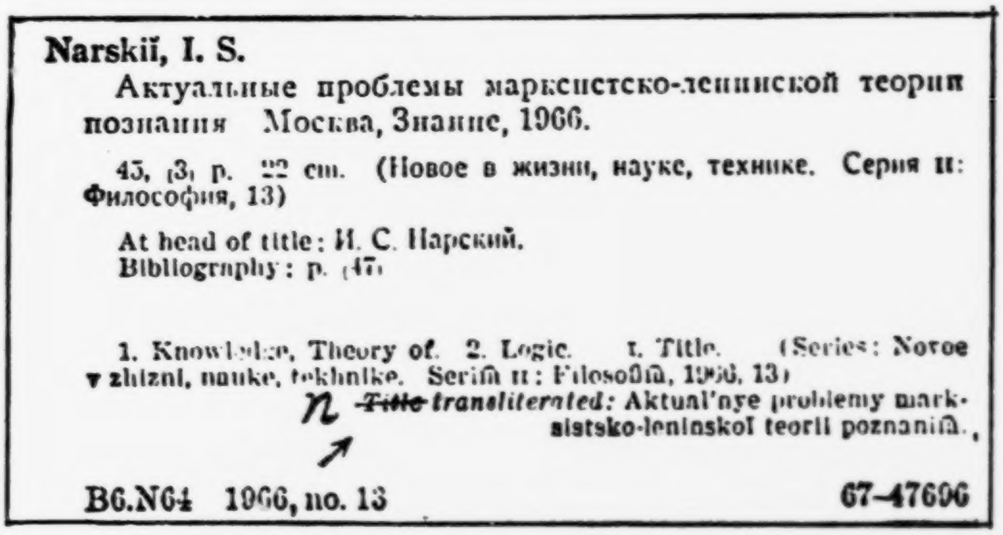
The note appears in the lower right corner of the card, following the tracings.

INSTRUCTION:

Insert the '*n' code in front of the 'Title romanized' note.

Delete the word 'Title' in the phrase 'Title romanized' or 'Title transliterated.'

EXAMPLE:



Narskiĭ, I. S.

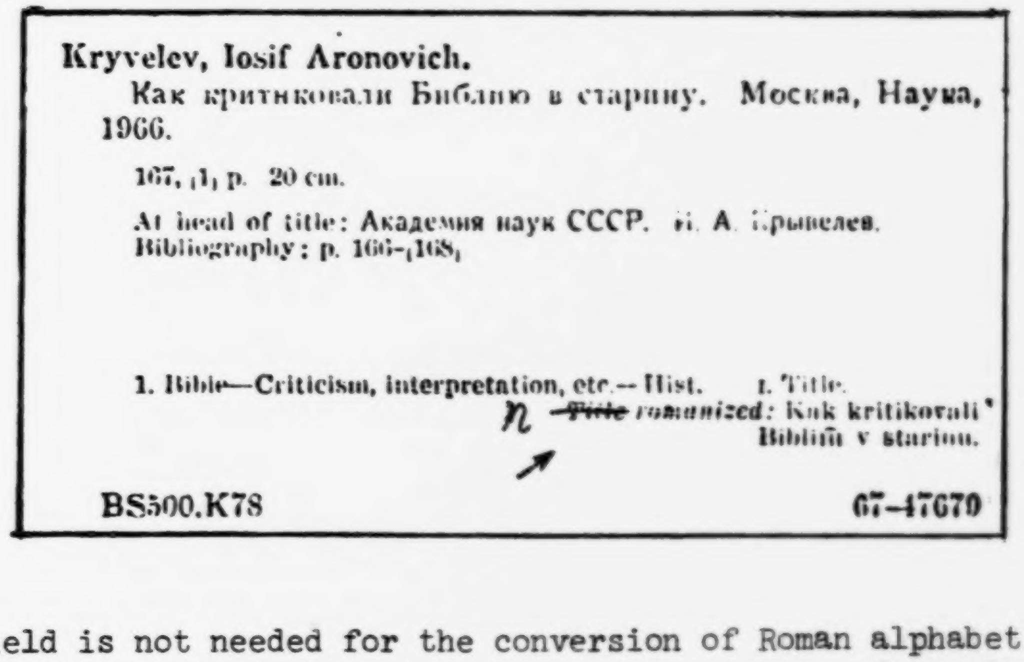
Актуальные проблемы марксистско-ленинской теории познания. Москва, Знание, 1966.

43, [3] p. 22 cm. (Новое в жизни, науке, технике. Серия II: Философия, 13)

At head of title: И. С. Нарский.
Bibliography: p. [47]

1. Knowledge, Theory of. 2. Logic. I. Title. (Series: Novoe v zhizni, nauke, tekhnike. Serii͡a II: Filosofii͡a, 1966, 13)
n ~~Title~~ *transliterated:* Aktual'nye problemy marksistsko-leninskoĭ teorii poznanii͡a.

B6.N64 1966, no. 13 67-47696



Kryvelev, Iosif Aronovich.

Как критиковали Библию в старину. Москва, Наука, 1966.

167, [1] p. 20 cm.

At head of title: Академия наук СССР. И. А. Крывелев.
Bibliography: p. 166-[168]

1. Bible—Criticism, interpretation, etc.—Hist. I. Title.
n ~~Title~~ *romanized:* Kak kritikovali Bibli͡u v starinu.

BS500.K78 67-47670

NOTE:

This field is not needed for the conversion of Roman alphabet records, but may be implemented when the conversion of non-Roman records is undertaken.

*p | BIBLIOGRAPHIC HISTORY NOTE

DISCUSSION:

This code applies to notes that refer to the history of the published work. This includes:

- -original or earliest known title, in the same or different language;
- -translated title[1];
- -titles of one or more other editions in the same language ('American ed. has title:...')
- -'issued also in English';
- -'issued also under title:...';
- -author or editor of earlier or subsequent editions;
- -title of a sequel to the work being cataloged;
- -title of an earlier work which the work being cataloged continues;
- -information in regard to the original publication of works issued as reprint editions.

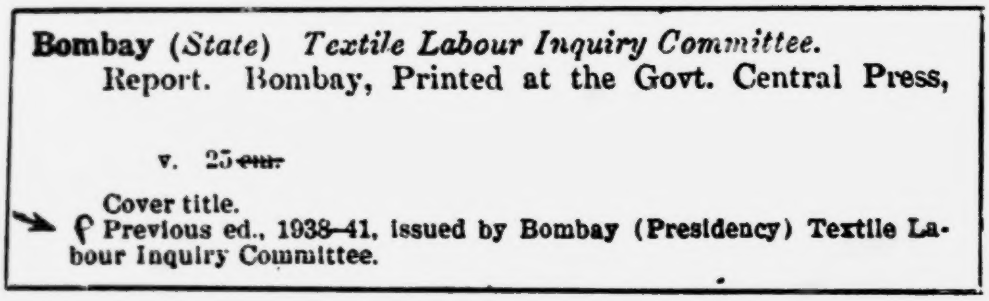
LOCATION:

Bibliographic history notes are found in the middle of the card, in the note position.

INSTRUCTION:

Insert the '*p' code in front of the note.

EXAMPLE:



Bombay (*State*) *Textile Labour Inquiry Committee.*
Report. Bombay, Printed at the Govt. Central Press,

v. 25 ~~cm.~~

Cover title.
p **Previous ed., 1938–41, issued by Bombay (Presidency) Textile Labour Inquiry Committee.**

---

[1] For translated title, see explanation under code !r, p. 125.

Weber, Max, 1864-1920.
Politics as a vocation. Translated by H.H. Gerth and C. Wright Mills. Philadelphia, Fortress Press [c1965]
57 p. (Facet books. Social ethics series, 3)

→ p "First appeared in English translation in the volume From Max Weber: Essays in sociology ...1946."

Picasso, Pablo, 1881-
Picasso, su obra gráfica. [Introducción y selección de Bernhard Geiser. Traducción de Gustavo Gili] Barcelona, Editorial G. Gili, 1956 [c1955]

xxiv, 180 p. (chiefly illus.) 31 cm.

→ p Translation of Picasso: das graphische Werk.
"Bibliografía de la obra grabada": p. 169–172. "Catálogo de los libros ilustrados con grabados originales del artista": p. 178–180.

Little Red Riding Hood.
Little Red Riding Hood. Adapted by Andrew Lang. Illustrated by Jean Winslow. New York, Golden Press [1967]

1 v. (unpaged) col. illus. 26 cm. (A Golden square book)

→ p "This version of 'Little Golden Hood' edited by Andrew Lang from the Red fairy book."

Gazi Mustafa Kemâl Atatürk. Founder of the Turkish Republic. Ankara, Turkish Ministry of Press Broadcasting and Tourism, 1961.
301 p. illus., maps.

Includes bibliography.
→ p Translation of an article in the Islamic Encyclopaedia.

Bernard, Claude, 1813-1878.
De la physiologie générale. Paris, Librairie Hachette, 1872. [Brussels, Culture et Civilisation, 1966]
vi, 339 p., 1 ℓ. 21,9 cm.

→ p Facsimile of original first edition.

*q NON-SUBJECT/NON-SERIES ADDED ENTRY HEADINGS

DISCUSSION:

Added entries of this type are recognisable by the Roman numerals which precede them.

There are two basic types of added entry which receive the '*q' code:

1. Names (personal, corporate, or conference)
   a. Name by itself;
   b. Name plus title or form subheading.
2. Titles

Each of these types of heading can play certain roles as added entry; the type-codes in table p160 refer to both the type of entry and the role it assumes. Each added entry of the '*q' type receives a type code which is recorded in the I-Field 'jq' boxes (Type of Added Entries). Instructions for identifying and coding these types are given on p. 155-160

LOCATION:

These added entries are found near the bottom of the card in the tracing paragraph, following any subject added entry tracings and preceding any series tracings.

INSTRUCTION:

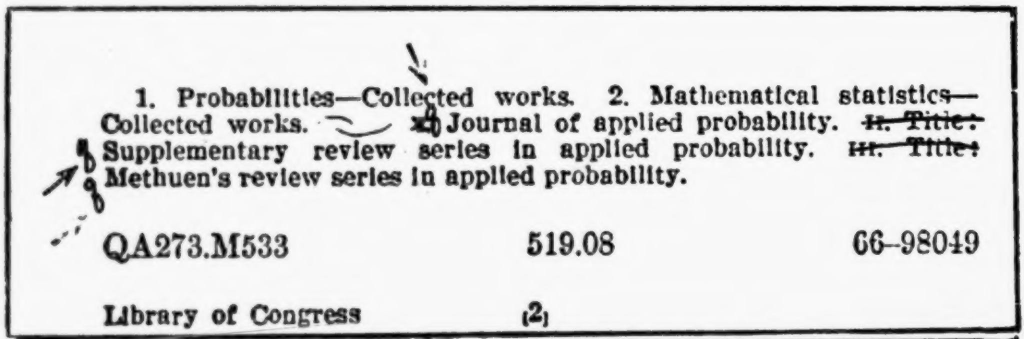
Insert the code '*q' before the non-series/non-subject added entry, and delete the Roman numeral preceding the entry.

If the added entry is of the form 'II. Title:...' delete also the word 'Title' and the colon.

If the added entry is of the form 'I. Name. Title.' insert a dollar sign delimiter ($) before the Title portion. If the form is 'I. Name. Form subheading.' insert a pound sign delimiter (#) before the form subheading.

Code and delimit all names according to instructions on p. 24ff.

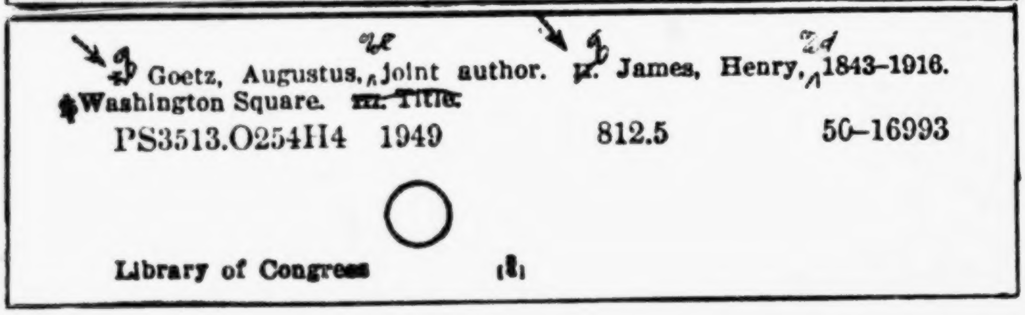
EXAMPLE:



1. Probabilities—Collected works. 2. Mathematical statistics—Collected works. *q Journal of applied probability. ~~II. Title:~~ *q Supplementary review series in applied probability. ~~III. Title:~~ *q Methuen's review series in applied probability.

QA273.M533 519.08 66-98049

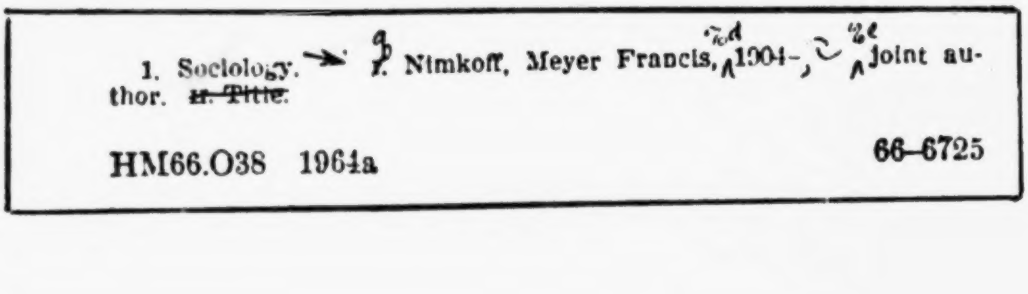
Library of Congress [2]



*q Goetz, Augustus, %e joint author. *q James, Henry, %d 1843-1916. $ Washington Square. ~~III. Title.~~

PS3513.O254H4 1949 812.5 50-16993

Library of Congress [8]



1. Sociology. *q Nimkoff, Meyer Francis, %d 1904- , %e joint author. ~~II. Title.~~

HM66.O38 1964a 66-6725

IRREGULARITIES/EXCEPTIONS

ADDED ENTRY TRACED ON VERSO

DISCUSSION:

If there is not room for the tracings at the bottom of the card, the local library puts them on the verso. In this position they normally are NOT preceded by numerals nor terminated by periods.

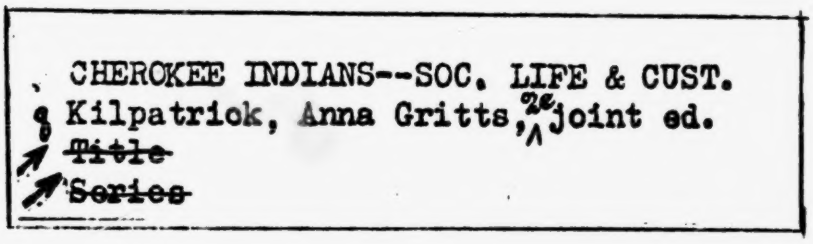
These tracings follow subject tracings and are distinguishable from them by the fact that the latter are written entirely in capital letters, while the non-subject/non-series tracings are written in standard form.

INSTRUCTION:

Insert the '*q' code before each non-subject/non-series added entry. Insert a period at the end of each tracing, where needed.

Follow other general coding instructions for this type of tracing.

EXAMPLE:



CHEROKEE INDIANS--SOC. LIFE & CUST.
q Kilpatrick, Anna Gritts, %e joint ed.
~~Title~~
~~Series~~

*r SERIES-TRACED-DIFFERENTLY: TRACING

For discussion of this code, see p.72 . It is treated in the section on series notes and tracings, in conjunction with code '*d' Series-Traced-Differently: Note.

*s LIBRARY OF CONGRESS CALL NUMBER

DISCUSSION:

The Library of Congress Call Number is a classification and Cutter number assigned by LC to the book when it is cataloged. It may serve as an aid to the local library which uses the LC classification in determining its classification of the book, and thus it may happen that the LC call number and the local call number are identical; for this case, see instructions below.

LOCATION:

The LC call numbers are almost always printed at the bottom of the card, usually in the lower left corner, above or following the 'Library of Congress' legend. This field will contain a complete Library of Congress Call Number, or a Library of Congress Class Number (no Cutter no.). Only one of these numbers should appear in the record with this code.

NOTE: Do not confuse the numbers printed on the card, which are LC-assigned call numbers and/or class numbers, with the local library call number.

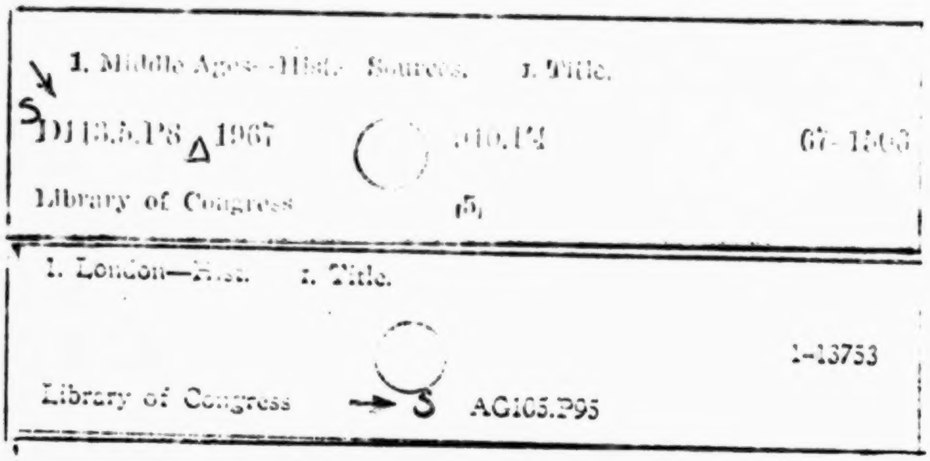
INSTRUCTION:

Insert the code '*s' in front of the LC Call Number.

Insert a space mark between the classification number and the date or volume number if present.

There should never be more than one LC call number in '*s'; the call number code is not repeatable.

EXAMPLES:



1. Middle Ages—Hist.—Sources. I. Title.

s D113.5.P8 △ 1967 940.14 67-15[illegible]

Library of Congress [5]

1. London—Hist. I. Title.

1-13753

Library of Congress → s AC105.P95

IRREGULARITIES/EXCEPTIONS

LC CALL NUMBER IDENTICAL TO LOCAL CALL NUMBER:

IRREGULARITY:

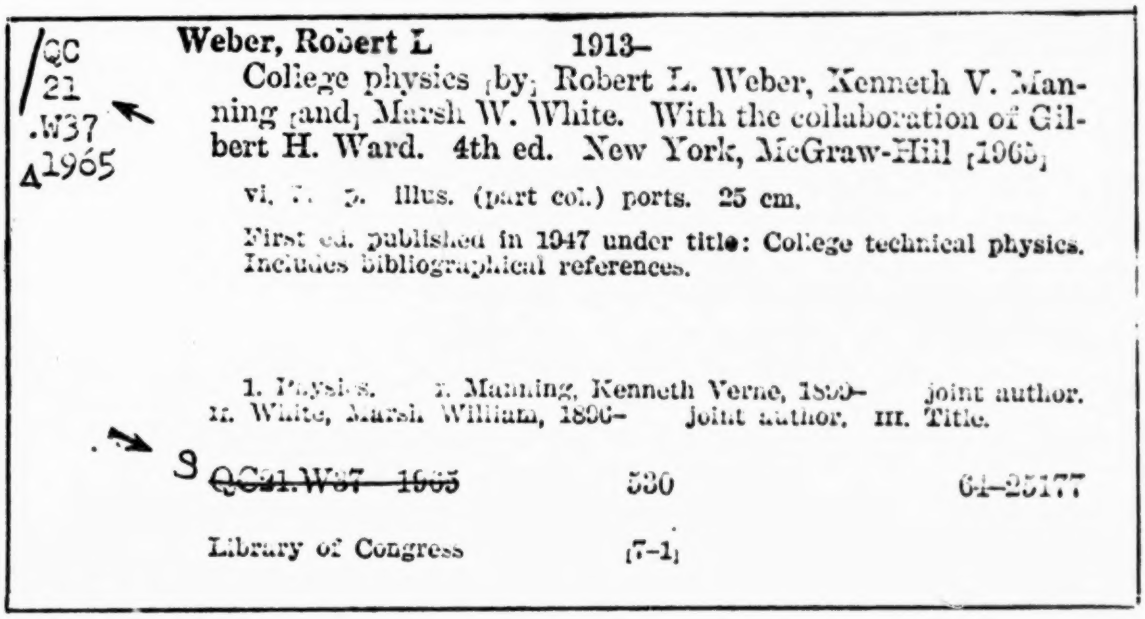
It may happen that the local library has chosen for the call number just that LC call number assigned to the book by LC. (Recall that the local library call number is printed or typed in the upper left hand corner position.) The fact that the two numbers are identical will be determined by the editor.

If the local call number differs from the LC call number only in that the former is preceded by a lower case letter, consider the two call numbers identical.

INSTRUCTION:

Insert the '*s' code in front of the LC call number, in the same position that it would be if the call number were different from the local call number as described above, and delete the LC call number.

EXAMPLE:



QC
21
.W37
A1965

Weber, Robert L 1913–

College physics [by] Robert L. Weber, Kenneth V. Manning [and] Marsh W. White. With the collaboration of Gilbert H. Ward. 4th ed. New York, McGraw-Hill [1965]

vi, [illegible] p. illus. (part col.) ports. 25 cm.

First ed. published in 1947 under title: College technical physics. Includes bibliographical references.

1. Physics. I. Manning, Kenneth Verne, 1899– joint author. II. White, Marsh William, 1896– joint author. III. Title.

S ~~QC21.W37 1965~~ 530 64-25177

Library of Congress [7-1]

BRACKETED LC CALL NUMBER

IRREGULARITY:

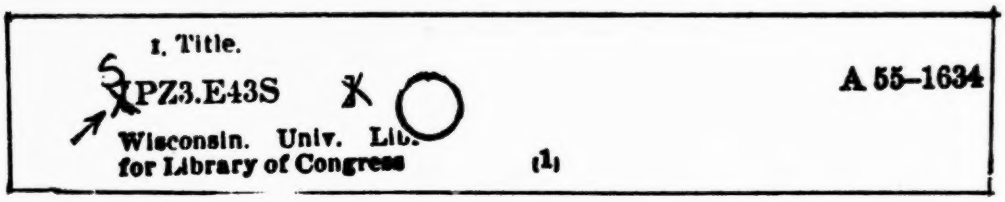
The presence of a class number (LC) only, enclosed within large square brackets on the card, indicates that the Library of Congress has not acquired the book for its collections at the time of cataloging, but has printed the card as a service under the cooperative cataloging program or the recently begun National Program for Acquisitions and Cataloging to acquire and catalog foreign national imprints.

On some cards there will be a Maltese cross before the LC call number. It means the same thing as the brackets around the number. The Maltese cross may also appear elsewhere on the card.

INSTRUCTION:

Delete the brackets or the Maltese cross and parentheses, and insert the '*s' code in front of the call number, as above. Be sure to check I-Field 'ca' box (LC CALL NUMBER BRACKETED) on coding sheet.

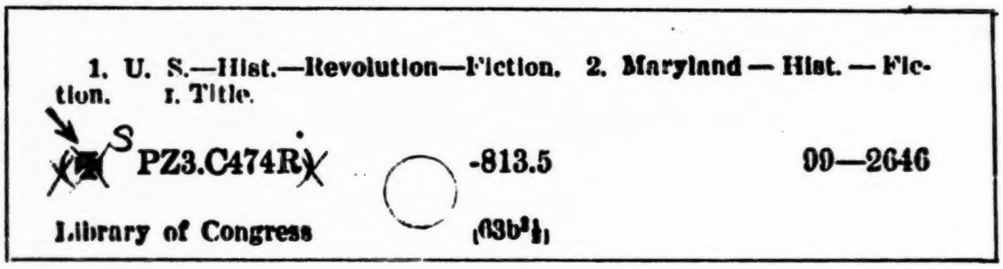
EXAMPLE:



I. Title.

s PZ3.E43S A 55-1634

Wisconsin. Univ. Lib.
for Library of Congress [1]



1. U. S.—Hist.—Revolution—Fiction. 2. Maryland — Hist. — Fiction. I. Title.

s PZ3.C474R -813.5 00—2646

Library of Congress [63b^{2}½]

NO LC CALL NUMBER

IRREGULARITY:

The absence altogether of an LC call number, on the original card printed by LC, indicates that the publication was assigned to the Law Library of LC prior to the advent of Class K. A limited number of cards are now being distributed which bear the first numbers that have been applied to monographs in the law class, e.g., Class KF.

INSTRUCTION:

No editing is to be done in this case.

For further examples of complex cases, see Appendix.

For cases not covered here, refer to the sections on:

*t	LC copy statement, p. 95
*u	Local library added copy statement, p. 97
!h	NLM call number, p. 113
!n	Name of coop. cat. library, p. 120
!k	Coop. cataloging library's call number, p. 116

*t LC COPY STATEMENT

DISCUSSION:

This code applies to all copies, issues, photo reproductions, offprints, detached copies, etc., which are added to the catalog record, by LC on LC printed cards, because they are essentially the same work as that recorded on the card.

This code does NOT apply to supplements, indexes, abstracts, etc., which are related to, but are not the same as, the work in the main record. See p. 51 for these.

The copy statement is in the form of a dash entry of one of two kinds: 1) a 2 em-dash followed by a 3 em-dash, or 2) simply a 3 em-dash.

One must distinguish between an LC copy statement and a local library copy statement. This can usually be done from the type of print: the LC statement appears only on an LC printed card and is typeset and the type resembles that on the rest of the card, whereas the local copy statement is typed, stamped or written on the card. The local copy statement is coded '*u'. See p.97 .

The '*t' code itself delimits the call number of the LC copy and the delimiter '%c' marks the copy data.

LOCATION:

The LC copy statement is found on the lower part of the card, usually below the tracings.

INSTRUCTION:

Insert the '*t' code in front of the LC copy statement.

When given, the call number of the copy statement must directly follow the code '*t'. Rearrange the data, if necessary, using encircling and arrows.

Do not under any circumstances delete the LC copy call number when it appears on the card.

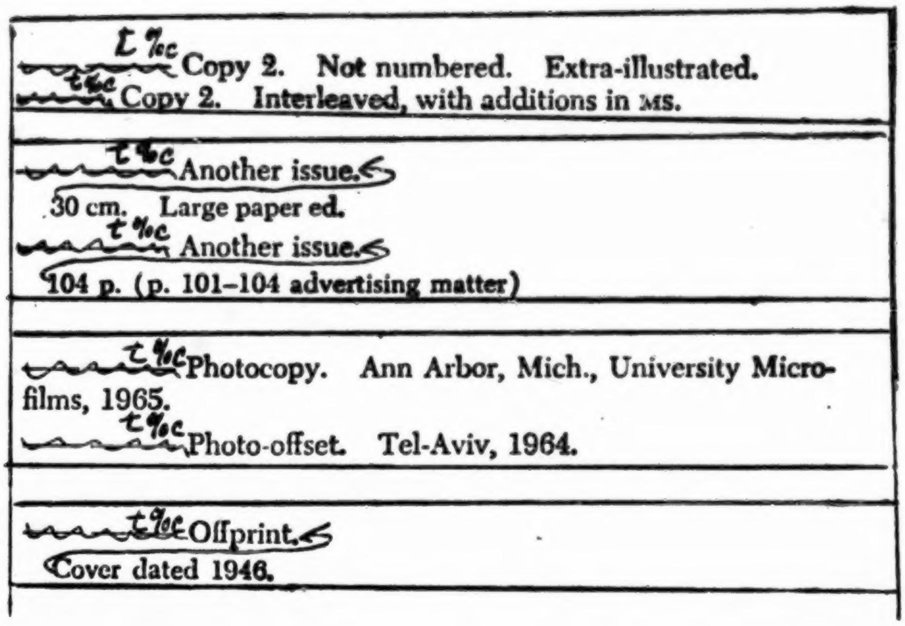
Insert the delimiter '%c' before the copy data, regardless of whether or not there is a call number. That is, if there is no call number, the field will stand as '*t%c (copy data)'.

If the copy statement information appears on more than one line, use arrows to indicate to the keypuncher that it should be typed continuously.

Delete the em-dashes.

This code may be repeated as often as necessary.

EXAMPLE:

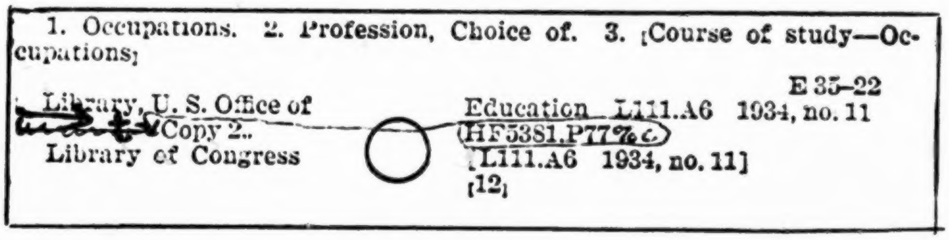


t%c Copy 2. Not numbered. Extra-illustrated.
t%c Copy 2. Interleaved, with additions in MS.

t%c Another issue.
30 cm. Large paper ed.
t%c Another issue.
104 p. (p. 101–104 advertising matter)

t%c Photocopy. Ann Arbor, Mich., University Microfilms, 1965.
t%c Photo-offset. Tel-Aviv, 1964.

t%c Offprint.
Cover dated 1946.



1. Occupations. 2. Profession, Choice of. 3. [Course of study—Occupations]

E 35–22
Library, U. S. Office of Education L111.A6 1934, no. 11
t Copy 2.. HF5381.P77%c
Library of Congress [L111.A6 1934, no. 11]
[12]

IRREGULARITY/EXCEPTION

UNMARKED LC COPY STATEMENT

DISCUSSION:

Sometimes on older cards more than one call number will appear at the bottom of the card, but the second number is not clearly labelled as a copy statement. It may be for a monographic series, one set cataloged and classified as a collected set, and the other split up and all or some of the parts cataloged and classified separately (as analytic entries for the series).

INSTRUCTION:

When this occurs (rarely), treat the rightmost LC call number (printed on the card - do not confuse with local call number) as if it were a formal LC copy or 'another issue' statement.

Insert the code '*t' in front of the number.

*u LOCAL COPY STATEMENT

DISCUSSION:

This code applies to all copies, issues, photoreproductions, off-prints, detached copies, etc., which are added to the catalog record, by the local library, because they are essentially the same work as that recorded on the card.

This code does NOT apply to supplements, indexes, abstracts, etc., which are related to, but are not the same as the work in the main record. See p. 51 for these.

The code applies ONLY to statements of copies that are in a different location, branch or shelf, than the main copy for which the record is made. Therefore, delete any copy statements which merely record the fact of the existence of one or more copies of the same form as and in the same location as the main copy. This information - the number of copies in one location - is recorded in the I-Field 'w' codes box 'Total Copies Here.'

The purpose of this code is to record the existence and location of copies other than the main one that are either of different form (e.g., a microreproduction) or shelved in a different location (branch or shelf) than the main copy.

The copy statement is in the form of a dash entry of one of two kinds: 1) a 2 em-dash followed by a 3 em-dash, or 2) simply a 3 em-dash.

One must distinguish between an LC copy statement and a local library copy statement. This can usually be done from the type of print: the LC statement is typeset and the type resembles that on the rest of the card (this is on an LC printed card), while the local library statement is typed, stamped or written on the card. The LC copy statement is coded '*t'. See p. 95 .

The '*u' code itself delimits the call number of the local copy and following this there are two sub-fields to be delimited within the field:

%c	copy data
%d	shelf location

SUB-FIELDS DEFINED

%c COPY DATA

Statements of copy number and description of the copy.

%d SHELF LOCATION

Written out form of shelf location, or letters or symbols of shelf location or size that follow copy data (i.e., that are not an integral part of the call number.)

This sub-field does NOT include branch location.

LOCATION:

The copy statement is found in the middle or middle-lower part of the card, following all of the paragraphed notes but preceding the tracings.

INSTRUCTION:

Insert the '*u' code in front of the local copy statement.

When given, the call number of the copy statement must directly follow the code '*u'. Rearrange the data, if necessary, using encircling and arrows.

Delimit the call number according to the instructions given for the first A-Field, p.19 .

Delete the copy call number if it is identical to the main call number in the upper left corner of the card (first A-Field). If the copy call number includes location symbols which do not appear in the main call number, the two call numbers are NOT identical.

Insert the delimiter '%c' before the copy data, regardless of whether or not there is a call number. That is, if there is no call number, the field will stand as '*u%c (copy data).'

Insert the delimiter '%d' before the shelf location information, if present. Consult the table on p.___ for a list of shelf locations and their symbols.*

Delete any indication of branch location. Consult the table on p.___ for a list of branch locations and their symbols.* The branch location information will be carried in the I-Field 'w' boxes.

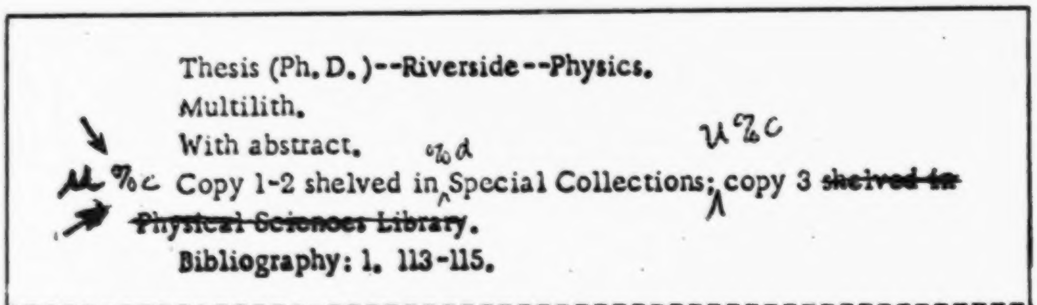
EACH copy statement must have a 'w' code row filled in for it.

Delete the em-dashes.

This code may be repeated as often as necessary.

If the copy statement indicates that the copy is a microreproduction, be sure to check the appropriate I-Field 'g' code box. See p.139.

EXAMPLE:



Thesis (Ph. D.)--Riverside--Physics.
Multilith.
With abstract.
u%c Copy 1-2 shelved in %d Special Collections; u%c copy 3 ~~shelved in~~
~~Physical Sciences Library~~.
Bibliography: l. 113-115.

'Special Collections' is a shelf location, whereas 'Physical Sciences Library' is a branch location.

---

*These tables must be provided for the particular catalog at the time of conversion.

EXAMPLE (cont.):

/¢917.94
ΔD79c

Drury, Wells, 1851-
California tourist guide and handbook; authentic description of routes of travel and points of interest in California. ‹Illustrated› By Wells Drury and Aubrey Drury. Berkeley, Cal., Western guidebook company [c1913]

2p.l.,7-354 p., 1 l. illus. (incl maps, plans) 17 cm.

→ ~~---Same: Copy 2.~~
→ ~~---Same: Copy 3.~~

1. California - Descr. & trav.--Guide-books.
I. Drury, Aubrey, joint author. II. Title.

	System	+Br	Total Copies Here
wa	001	15	03
wb			

/¢979.495
ΔC11
Copy 2

Caballeria y Collell, Juan.

History of San Bernardino Valley from the padres to the pioneers, 1810-1851, by Rev. Father Juan Caballeria; illustrated by Constance Farris. [San Bernardino, Cal., Times-index press, 1902]

4 p. l., 17-130 p. front.(port.) illus. 20 cm.

u *
¢979.495
ΔC11

[illegible] Same.

* = Locked case (shelf location)

	System	+Br	Total Copies Here
wa	001	15	
wb	001	15	
wc			

/380
ΔD12

Daggett, Stuart, 1881-
Principles of inland transportation, by Stuart Daggett ... New York and London, Harper & brothers, 1928.

xvii p., 1 l., 705 p. incl. illus., forms, diagrs. plates, maps (1 fold.) 22 cm.

"References" at end of each chapter except chap. XVI.

u380
ΔD12a %c Same: Rev. ed. 1934. 898 p.

	System ●	+Br ●	Total Copies Here
● wa	001	90	
wb	001	90	
wc			

u %c Detached copy.

This entry occurs when the library has a copy of the main work as well as the detached copy. A standard note (i.e., not a dash entry) indicating that the work recorded on the card was detached from a larger work is NOT coded '*t' or '*u' but, rather, '*k' (general notes). An example is given below:

Davis, *Sir* John Francis, *bart.*, 1795–1890.
Poeseos Sinensis commentarii. On the poetry of the Chinese. Read May 2, 1829. ⌊London, 1830⌋

393–461 p. 29 cm.

k Detached from Transactions of the Royal Asiatic Society of Great Britain and Ireland, v. 2.

*v | SEARS SUBJECT HEADINGS

DISCUSSION:
This field is provided to distinguish Sears subject headings from those assigned from the LC list (code '*m').

NOTE: Definitions and instructions may be specified when this field is implemented.

*w DEWEY DECIMAL CLASSIFICATION NUMBER

DISCUSSION:

The Dewey Decimal Classification (DDC) Number is assigned by LC to the book when it is cataloged. It may serve as an aid to local libraries which use the DDC in determining the classification of the book, and thus it may happen that the DDC number printed on the LC printed card and the local call number are identical; for this case, see instructions below.

LOCATION:

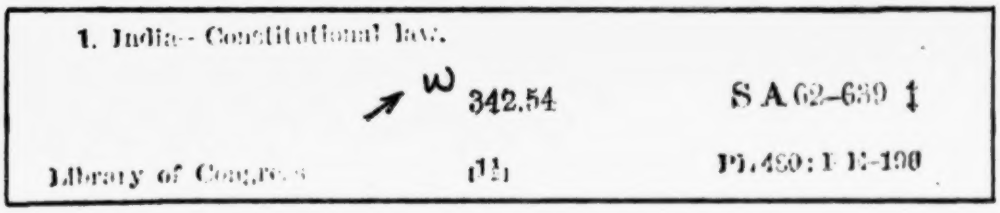
The DDC number is almost always printed at the bottom of the card, just to the right of the guard hole. A variant position is at the bottom right, under the LC card number. This field will contain the complete DDC number, or two DDC numbers. (This field will appear only on LC printed cards.)

INSTRUCTION:

Insert the code '*w' before the DDC number.

These symbols will NOT be deleted: asterisks preceding the Dewey number, prefixed hyphens, parentheses or brackets around the number.

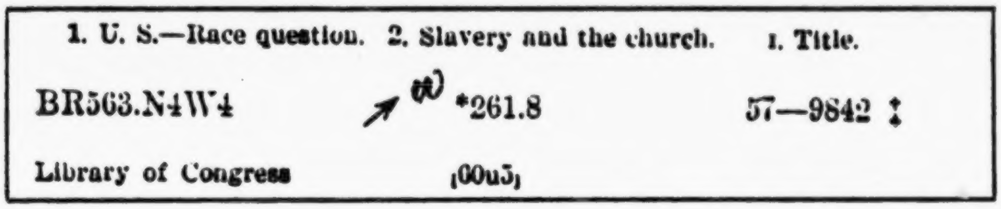
EXAMPLE:



1. India—Constitutional law.

w 342.54 S A 62–639 ‡

Library of Congress [1] PL 480 : I-E-190



1. U. S.—Race question. 2. Slavery and the church. I. Title.

BR563.N4W4 w *261.8 57—9842 ‡

Library of Congress [60u3]

IRREGULARITIES/EXCEPTIONS

DDC NUMBER IDENTICAL TO LOCAL CALL NUMBER

DISCUSSION:

It may happen that the local library has chosen for the call number just that DD Classification number assigned to the book by LC. (Recall that the local library call number is printed or typed in the upper left corner position.) The fact that the two numbers are identical will be determined by the editor.

If the local call number differs in the work-mark or author-number portion (i.e., the 'Cuttering') of the call number, consider the local Dewey call number identical to the LC-supplied Dewey number if the classification portion of the local number is identical to LC's. For example, the following two numbers would be considered identical:

Local Call Number:	LC-Assigned Dewey Number:
828.72 C63 1951	828.72

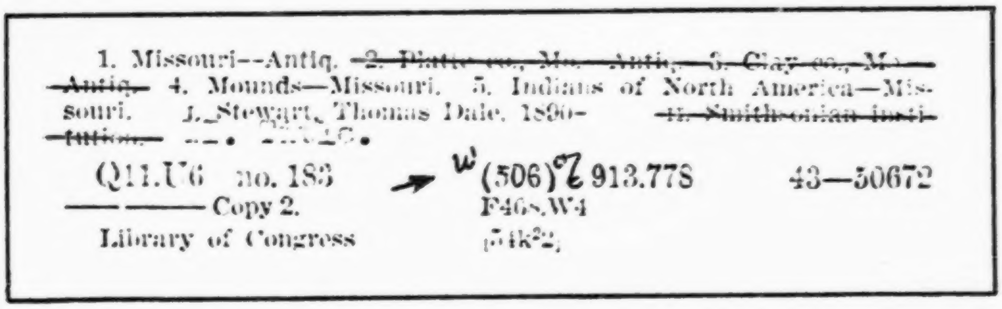
INSTRUCTION:
Insert the '*w' code in front of the DDC number, in the same position that it would be if the Dewey number were different from the local call number, as described above, and delete the assigned DDC number.

MULTIPLE DEWEY NUMBERS

DISCUSSION:
It may happen that there is more than one DDC number assigned by LC on the printed card. They are usually in a row, one after another.

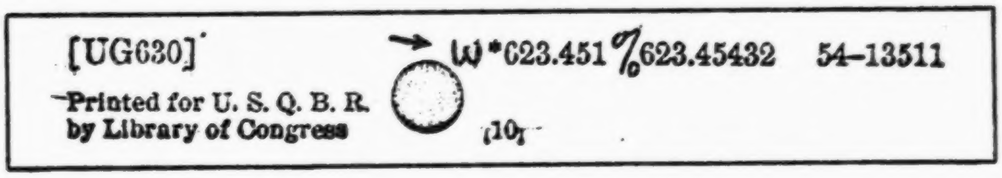
INSTRUCTION:
Insert the '*w' code in front of the first of the numbers, and insert a percent sign (%) between the DDC numbers to separate them.

EXAMPLE:



1. Missouri--Antiq. ~~2. Platte co., Mo.—Antiq. 3. Clay co., Mo.—Antiq.~~ 4. Mounds—Missouri. 5. Indians of North America—Missouri. I. Stewart, Thomas Dale, 1890- ~~II. Smithsonian institution.~~

Q11.U6 no. 183 → w(506)% 913.778 43—50672
——— ——— Copy 2. F468.W4
Library of Congress [54k2]



[UG630] → w*623.451%623.45432 54-13511
Printed for U. S. Q. B. R. by Library of Congress [10]

ALPHABETIC CONTENT SIGNALS

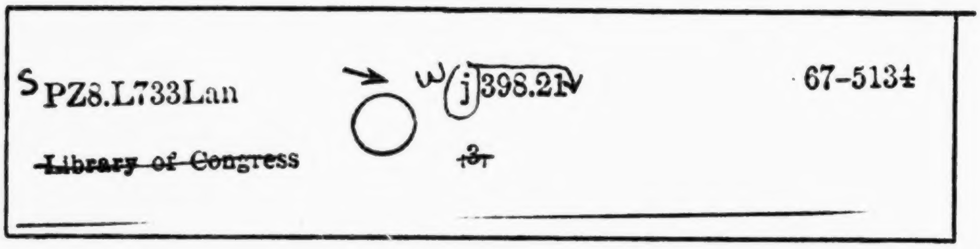
DISCUSSION:
A limited number of alphabet letters are often supplied with the Dewey number on recent cards from LC to indicate types of content: juvenile literature, biography, etc.

INSTRUCTION:

The letter should always follow the Dewey number; rearrange the data, using arrows and encircling, if necessary.

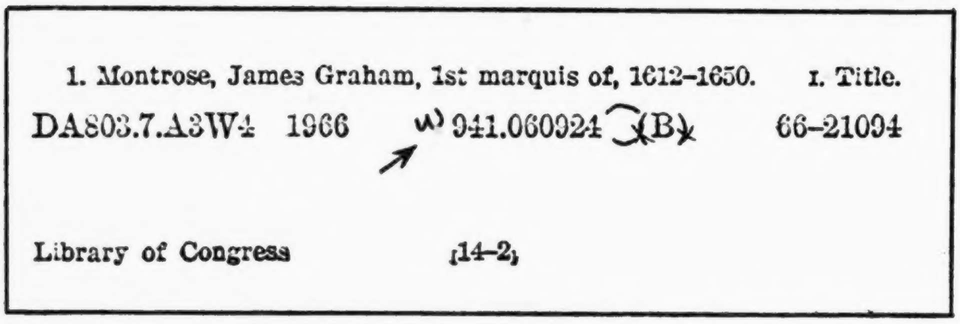
Delete any spaces between the letter and the Dewey number, and the parentheses around the letter.

EXAMPLE:



S PZ8.L733Lan   w) (j)398.21   67-5134

~~Library of Congress~~   ~~[3]~~



1. Montrose, James Graham, 1st marquis of, 1612–1650. I. Title.

DA803.7.A3W4 1966   w) 941.060924 (B)   66-21094

Library of Congress   [14-2]

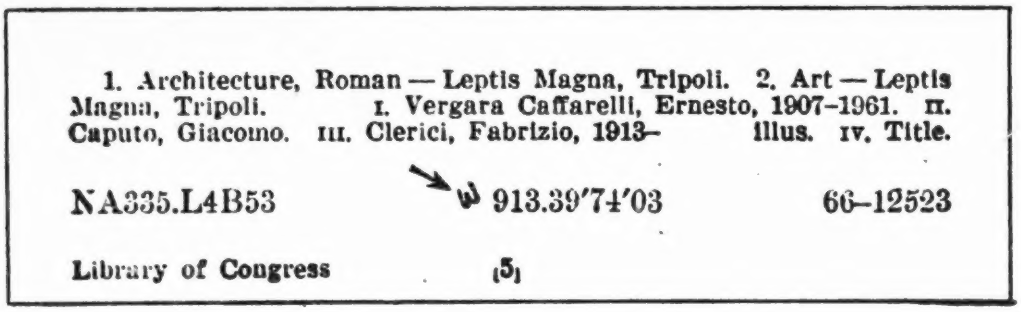
SEGMENTED DDC NUMBER

DISCUSSION:

Since early 1967 the Dewey number on LC cards has in many instances been printed with prime marks (which look like slanted apostrophe signs) inserted between the numbers. The purpose of this segmenting is to allow using libraries to truncate long numbers without having to assign professional staff to the task.

No editing is done. The prime marks will be keypunched as apostrophes.

EXAMPLE:



1. Architecture, Roman — Leptis Magna, Tripoli. 2. Art — Leptis Magna, Tripoli. I. Vergara Caffarelli, Ernesto, 1907–1961. II. Caputo, Giacomo. III. Clerici, Fabrizio, 1913– illus. IV. Title.

NA335.L4B53   w 913.39′74′03   66–12523

Library of Congress   [5]

*x | LIBRARY OF CONGRESS CARD NUMBER

DISCUSSION:*

The LC card number is assigned by LC as an identification for each card. The first two numbers indicate the last two digits of the year. There may be letter or symbol prefixes and suffixes, and suffixes of the type 'revised', 'rev. 2.'

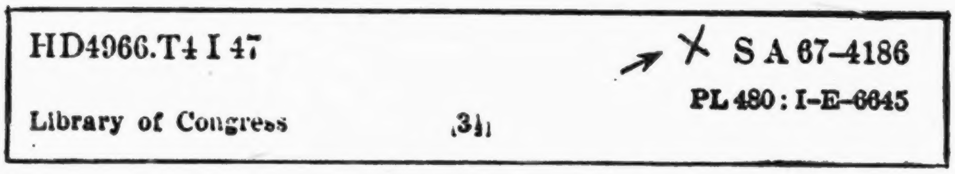
LOCATION:

This field is found in the lower right corner of the card, right justified.

INSTRUCTION:

Insert the '*x' code in front of the number. Delete suffix symbols '*' and '‡' when they occur, and the '-ised' of the suffix 'revised'.

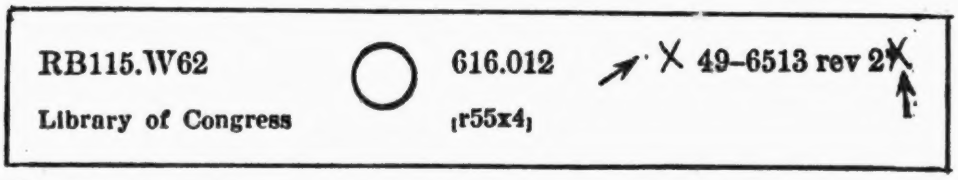
EXAMPLE:



HD4966.T4 I 47 X S A 67–4186

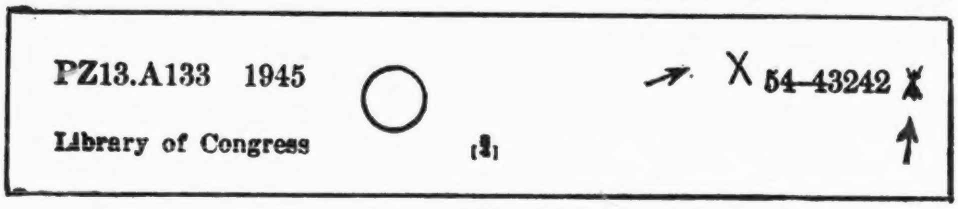
PL 480: I-E-6645

Library of Congress [3]



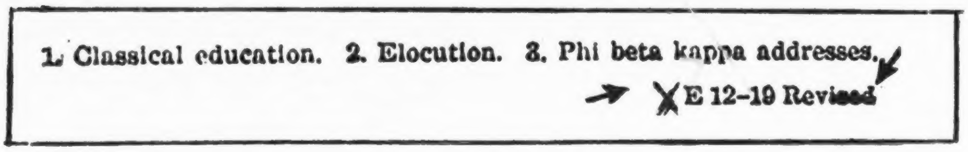
RB115.W62 ○ 616.012 X 49–6513 rev 2*

Library of Congress [r55x4]



PZ13.A133 1945 ○ X 54–43242 ‡

Library of Congress [3]



1. Classical education. 2. Elocution. 3. Phi beta kappa addresses.

X E 12–19 Revised

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[*] As of December 1, 1968, LC initiated a new series of card numbers; the form of these numbers is: an initial digit of 7, followed by another digit, then a hyphen, and then a serial number of up to six digits, assigned sequentially, beginning with 1. Special alphabetic prefixes and suffixes will no longer be used as part of card numbers. Sample numbers would be 73-24368, 77-139427, or 72-8733.

These numbers in the new form will be coded as usual. There will be nothing to delete.

*y OVERSEAS ACQUISITION NUMBER

DISCUSSION:

This is a number assigned by LC to works which have been acquired through LC's various overseas acquisitions programs.

Those materials acquired under the Public Law 480 Program are assigned a PL 480 register number, while those acquired under the auspices of the Latin American Cooperative Acquisitions Program are labelled 'LACAP'.

LOCATION:

PL 480 numbers are usually found in the bottom right corner of the card, below the LC card number.

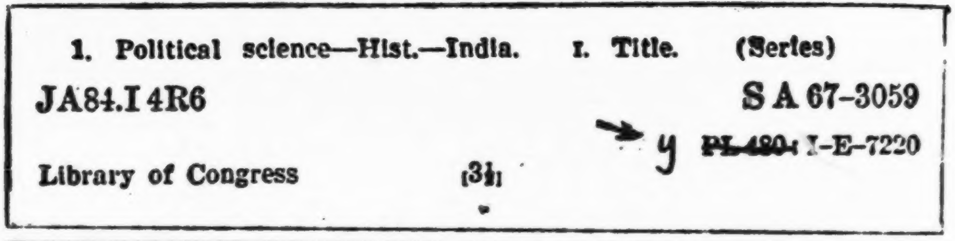
The 'LACAP' is found above the note position, in the middle of the card, right justified.

INSTRUCTION:

Insert the '*y' code in front of the number, or label.

Delete the words 'PL 480' and the parentheses around 'LACAP'.

EXAMPLE:

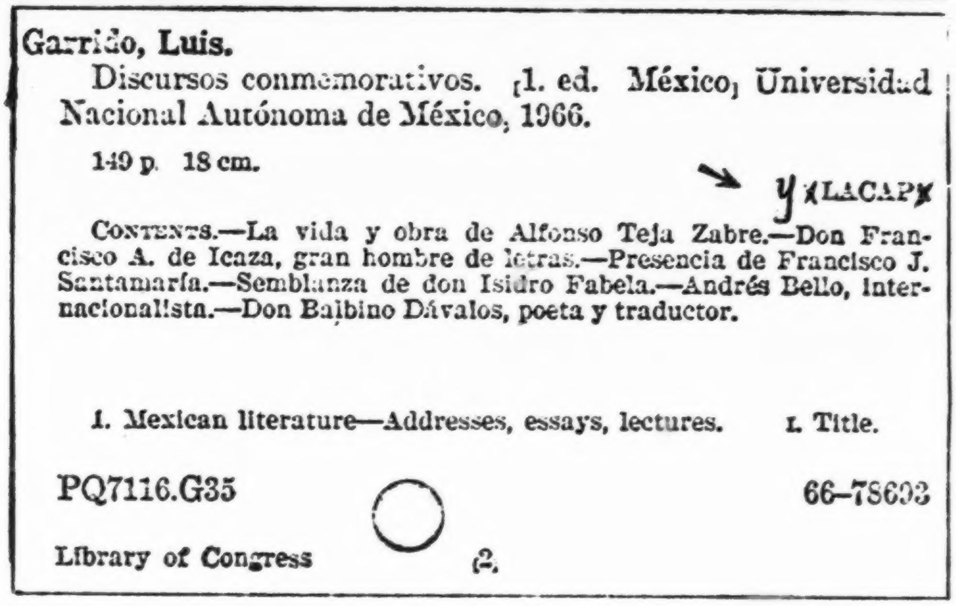


1. Political science—Hist.—India. I. Title. (Series)

JA84.I 4R6 **S A 67-3059**

→ y ~~PL 480:~~ I-E-7220

Library of Congress [3]



Garrido, Luis.

Discursos conmemorativos. [1. ed. México] Universidad Nacional Autónoma de México, 1966.

149 p. 18 cm.

→ y ~~(~~LACAP~~)~~

CONTENTS.—La vida y obra de Alfonso Teja Zabre.—Don Francisco A. de Icaza, gran hombre de letras.—Presencia de Francisco J. Santamaría.—Semblanza de don Isidro Fabela.—Andrés Bello, internacionalista.—Don Balbino Dávalos, poeta y traductor.

1. Mexican literature—Addresses, essays, lectures. I. Title.

PQ7116.G35 66-78603

Library of Congress [2]

!a STANDARD BOOK NUMBER

DISCUSSION: This number is a device for bibliographic and stock control which is to be implemented in 1968 or later by the British and American book trades.

The Library of Congress plans to include the Standard Book Number (SBN) as a descriptive bibliographic data element on its printed cards, in addition to or as a substitute for the National Bibliography Number where applicable and when supplied by the agency of origin (e.g., the British National Bibliography).

INSTRUCTION: Instructions for implementing this code will be issued as soon as information is available and the need emerges.

EXAMPLE: The Standard Book Number will have the form:

SBN(67GB)85362 000 8

!b 'LIMITED USE' NOTE

DISCUSSION:

This tag has been provided in the MARC II format primarily for the use of the National Agricultural Library and the National Library of Medicine, for documents and/or catalog records of the 'internal use only' variety.

It may be adapted by users of the present format as an indication of non-circulating material, rare materials, etc., if desired. For example, UCLA uses a stamped message on its cards: 'Due to the fragility of this item, its use is limited to research.'

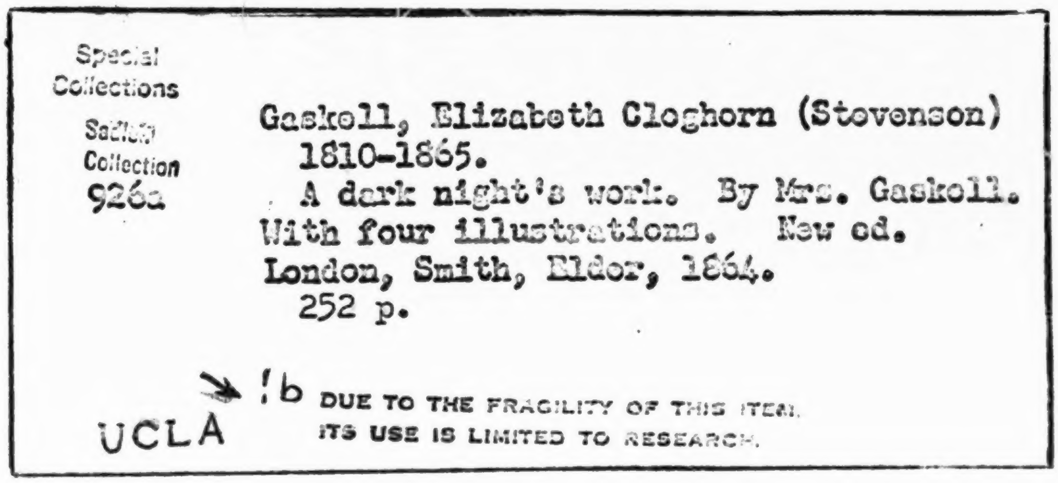
LOCATION:

UCLA's note of this type, as it is a stamp, may be found in any blank space on the card, usually in the center, in the note position.

INSTRUCTION:

Insert the !b code in front of the 'limited use' note.

EXAMPLE:



Special
Collections
Sadleir
Collection
926a

Gaskell, Elizabeth Cleghorn (Stevenson)
1810-1865.
A dark night's work. By Mrs. Gaskell.
With four illustrations. New ed.
London, Smith, Elder, 1864.
252 p.

!b DUE TO THE FRAGILITY OF THIS ITEM.
ITS USE IS LIMITED TO RESEARCH.

UCLA

!c ABSTRACT

DISCUSSION:

This tag is for an actual abstract appearing on the card itself, such as that provided in NASA catalog records in its automated technical information system. It does not generally apply to normal LC or other monograph cataloging, but frequently appears on cards from the H.W. Wilson Company. The annotations on cards from the Annotated Card Program come under this field.

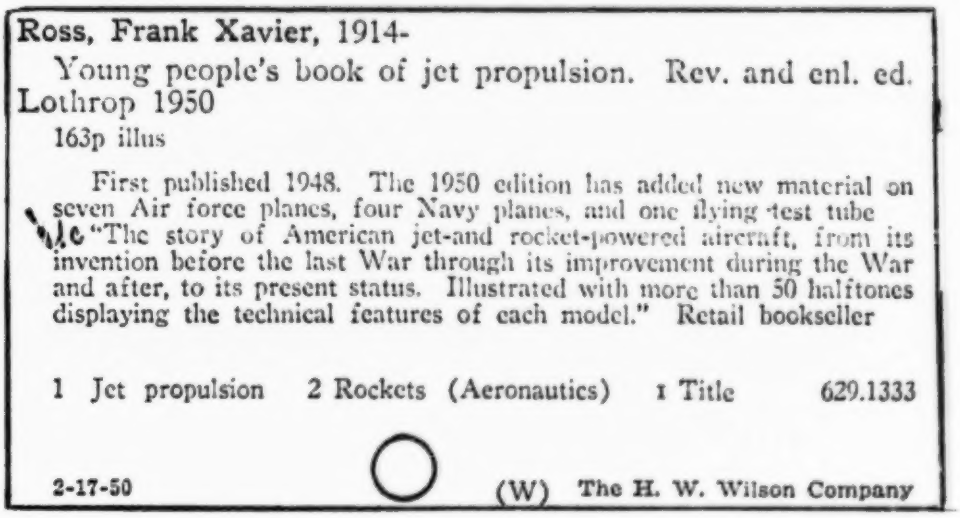
LOCATION:

The abstract is found in the middle of the card, in the note position.

INSTRUCTION:

Insert the !c code in front of the abstract.

EXAMPLE:



Ross, Frank Xavier, 1914-
Young people's book of jet propulsion. Rev. and enl. ed. Lothrop 1950
163p illus

First published 1948. The 1950 edition has added new material on seven Air force planes, four Navy planes, and one flying test tube
!c "The story of American jet-and rocket-powered aircraft, from its invention before the last War through its improvement during the War and after, to its present status. Illustrated with more than 50 halftones displaying the technical features of each model." Retail bookseller

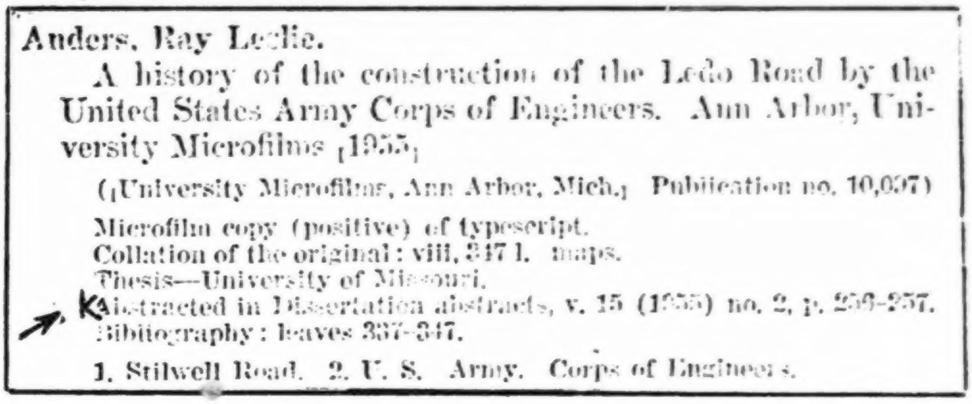
1 Jet propulsion 2 Rockets (Aeronautics) I Title 629.1333

2-17-50 (W) The H. W. Wilson Company

SIMILAR CASE TREATED DIFFERENTLY

A note referring to the existence of an abstract somewhere other than on the card (e.g., in relation to a dissertation), is not assigned this tag. Such a note, if not part of the dissertation note, is assigned the code for general notes '*k'.

EXAMPLE:



Anders, Ray Leslie.
A history of the construction of the Ledo Road by the United States Army Corps of Engineers. Ann Arbor, University Microfilms [1955]

([University Microfilms, Ann Arbor, Mich.] Publication no. 10,097)

Microfilm copy (positive) of typescript.
Collation of the original: viii, 347 l. maps.
Thesis—University of Missouri.
K Abstracted in Dissertation abstracts, v. 15 (1955) no. 2, p. 256-257.
Bibliography: leaves 337-347.

1. Stilwell Road. 2. U. S. Army. Corps of Engineers.

!e NLM MEDICAL SUBJECT HEADINGS

DISCUSSION:

Medical Subject Headings (MeSH) are assigned by the National Library of Medicine (NLM) to works cataloged for LC under the Shared Cataloging Program. They are to be distinguished from LC subject headings, which are coded '*m'.

The MeSH headings are printed as a separate paragraph, surrounded by brackets. The paragraph begins with the letters 'NLM' or other phrases which identify a U.S. government medical organization.

The subject headings sometimes have subdivisions, and are sometimes followed by an NLM call number.

LOCATION:

The NLM data paragraph is found just under the LC tracing, usually above the LC call number and card number.

INSTRUCTION:

Insert code !e in front of each subject heading.

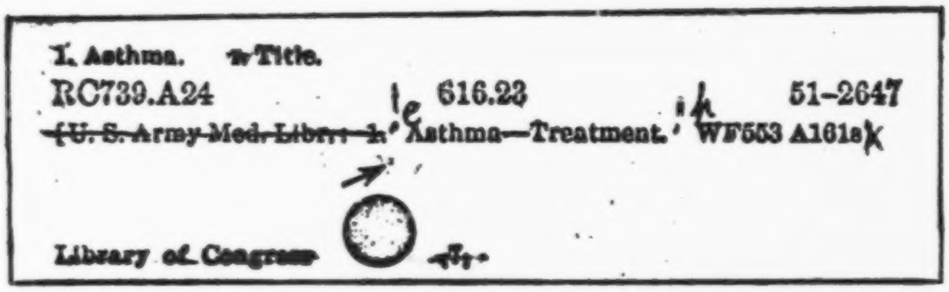
Delete the brackets, the letters 'NLM' or other legend, and the Arabic numerals preceding each subject heading.

When subdivisions follow the subject heading, they must be preceded either by an em-dash or by two hyphens with no spaces between, before or after the hyphen or dash. If there are spaces, close them up; if there is only one hyphen given, insert another.

Enter the appropriate type code for each subject heading and subdivision in the 'jm' boxes on the coding sheet. See pp. 150-154.

Delete the phrase 'NLM' Shared Cataloging' or any similar phrase that appears above the 'for Library of Congress' legend. The cataloging source is recorded by the I-Field 'eb' code.

EXAMPLE:

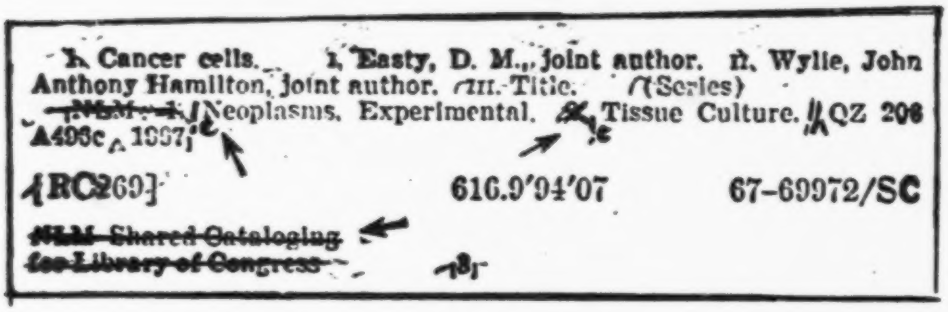


1. Asthma. ~~I.~~ Title.

RC739.A24 !e 616.23 !h 51-2647

~~[U. S. Army Med. Libr.: 1.~~ Asthma—Treatment. WF553 A161a]

Library of Congress [7]



1. Cancer cells. I. Easty, D. M., joint author. II. Wylie, John Anthony Hamilton, joint author. III. Title. (Series)

~~[NLM: 1.~~ !e Neoplasms, Experimental. ~~2.~~ !e Tissue Culture. !h QZ 206 A496c 1967]

[RC269] 616.9'94'07 67-69972/SC

~~NLM Shared Cataloging~~
~~for Library of Congress~~ [8]

SEE: code !h for NLM call number, p. 113.

!f NAL SUBJECT HEADINGS

DISCUSSION:

These subject headings are assigned by the National Agriculture Library to works cataloged for LC under the Shared Cataloging Program. They are to be distinguished from LC subject headings, which are coded '*m.'

LOCATION:

NAL subject headings are found at the bottom of the card in the tracings paragraph.

INSTRUCTION:

Insert code !f in front of each NAL subject heading.

Delete Arabic numerals preceding each subject heading.

When subdivisions follow the subject heading, they must be preceded either by an em-dash or by two hyphens with no spaces between, before or after the hyphen or dash. If there are spaces, close them up; if there is only one hyphen given, insert another.

Enter the appropriate type code for each subject heading and subdivision in the 'jm' boxes on the coding sheet. See pp. 150-154.

!g | LOCAL INDEXING + SUBJECT HEADING SYSTEMS

DISCUSSION:

This code is reserved as a repeatable field for use by libraries which wish to augment the subject access to the record by way of application of specialized indexing vocabularies.

The code is provided to cover any apparatus that a user library might wish to employ, other than those subject heading systems already specified in this manual (i.e., LC code '*m'; NLM code !e; NAL code !f; Sears code '*v'; Annotated Card Program code !s.) Examples are the NASA terminology for the aerospace sciences and specialized law thesauri developed in individual law libraries.

NOTE: Definitions and instructions may be specified by the library intending to implement the field.

!h NATIONAL LIBRARY OF MEDICINE CALL NUMBER

LOCATION:

The NLM Call Number appears at the end of the separate bracketed paragraph near the bottom of the card containing NLM data.

INSTRUCTION:

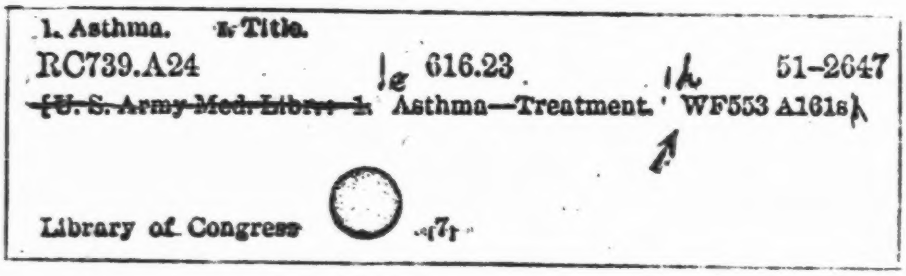
Insert the !h code in front of the NLM call number.

Delete the brackets surrounding the NLM paragraph and the 'NLM' or any other identifying introductory phrase.

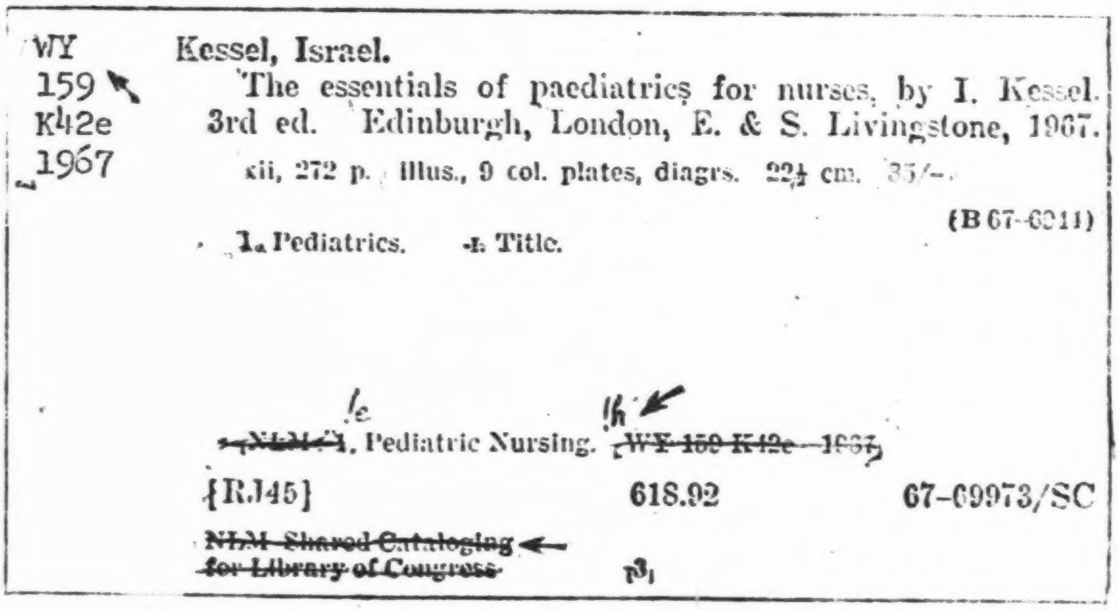
If the NLM call number is identical with the main call number in the upper left corner, delete the NLM call number after inserting the !h code.

Delete the phrase 'NLM Shared Cataloging' or any similar phrase that appears above the 'for Library of Congress' legend. The cataloging source is recorded by the I-Field 'eb' code.

EXAMPLE:



1. Asthma. I. Title.
RC739.A24 !e 616.23 !h 51-2647
~~[U. S. Army Med. Libr. 1.~~ Asthma—Treatment. WF553 A161s]
Library of Congress [7]



WY
159
K42e
1967

Kessel, Israel.
The essentials of paediatrics for nurses, by I. Kessel. 3rd ed. Edinburgh, London, E. & S. Livingstone, 1967.
xii, 272 p. illus., 9 col. plates, diagrs. 22½ cm. 35/-.
(B 67-6011)
1. Pediatrics. I. Title.

!e !h
~~[NLM: 1~~. Pediatric Nursing. ~~WY 159 K42e 1967]~~
[RJ45] 618.92 67-69973/SC
~~NLM Shared Cataloging~~
~~for Library of Congress~~ [3]

!i NATIONAL AGRICULTURAL LIBRARY CALL NUMBER

DISCUSSION:

This number may be included on cards printed by LC from cataloging copy supplied by NAL. In some cases on older cards (pre-1966) the card will contain a call number which is quite different in notation from the LC classification. Since 1966 most monographs have been cataloged using the LC scheme.

LOCATION:

The NAL call number appears at the bottom of the card, below the tracings, near the 'National Agricultural Library' heading.

INSTRUCTION:

Insert the !i code in front of the NAL call number. If the NAL call number is identical with the main call number in the upper left corner, delete the NAL call number after inserting the !i code.

If an LC-assigned class or call number appears, code it '*s.'

If a number occurs that is the call number (shelf number) for the book in NAL, even though it is in LC style, code it !i.

Delete any phrase such as 'NAL Shared Cataloging' above the 'for Library of Congress' legend. The cataloging source is recorded by the I-Field 'ea' code.

!j NAL SUBJECT CATEGORY NUMBER

DISCUSSION:

This field will contain the NAL subject category number, which is not a shelf location number but represents the broad subject area to which the publication belongs, such as 'Animal Science' or 'Forestry.'

The numbers are derived and assigned by NAL from the Agricultural/ Biographical Subject Category List.

NOTE: At this time it is not certain whether such numbers will appear on LC printed cards. Instructions for editing may be issued at such time as the need arises.

!k | COOPERATIVE CATALOGING LIBRARY'S CALL NUMBER

DISCUSSION:

This code is to be used for call (or class) numbers on LC printed cards assigned to the book by the cooperative cataloging library, and not by LC. (There may or may not also be an LC call number, in brackets or not. The fields are treated separately and do not interfere with each other.)

NOTE: This type of call number must be distinguished from the following, which are treated differently:

a. LC Call Numbers that were assigned by LC and printed on LC cards; (*s)
b. NLM Call Numbers; assigned by NLM (!h)
c. NAL Call Numbers; assigned by NAL (!i)
d. Local Call Numbers (i.e., of the library performing the input conversion) of any type;
e. Dewey number assigned by LC; (*w)

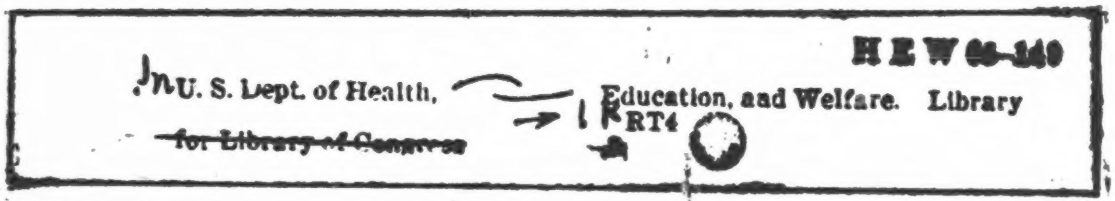
LOCATION:

The cooperative cataloging library's call number is found at the bottom of the card, following or opposite the name of the library contributing cooperative copy (code !n). If there are more than one call or class numbers on the card, it will be that one appearing in the rightmost position on the card.

INSTRUCTION:

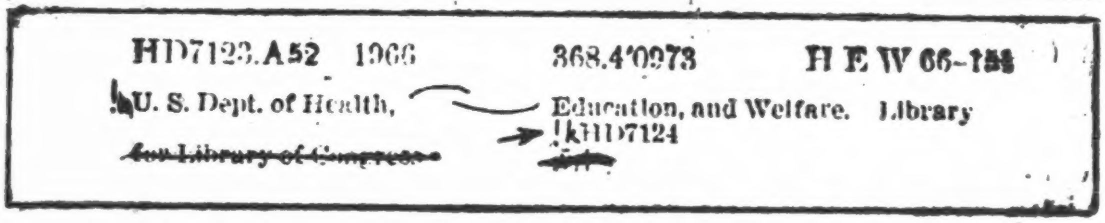
Insert the !k code in front of the cooperative cataloging library's call number. If this call number is identical to the main call number in the first A-field, cross out the cooperative cataloging library's call number after writing the !k code.

EXAMPLE:



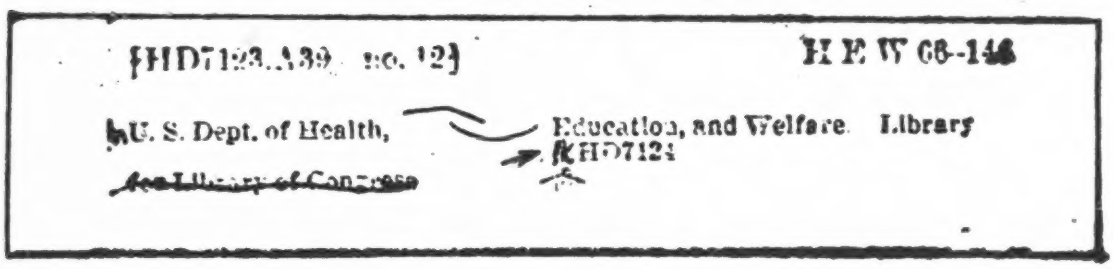
H E W 66-140

!nU. S. Dept. of Health, Education, and Welfare. Library
!kRT4
~~for Library of Congress~~



HD7123.A52 1966 368.4'0973 H E W 66-158

!nU. S. Dept. of Health, Education, and Welfare. Library
!kHD7124
~~for Library of Congress~~



[HD7123.A39 no. 12] H E W 66-146

!nU. S. Dept. of Health, Education, and Welfare. Library
!kHD7124
~~for Library of Congress~~

COMMENT:

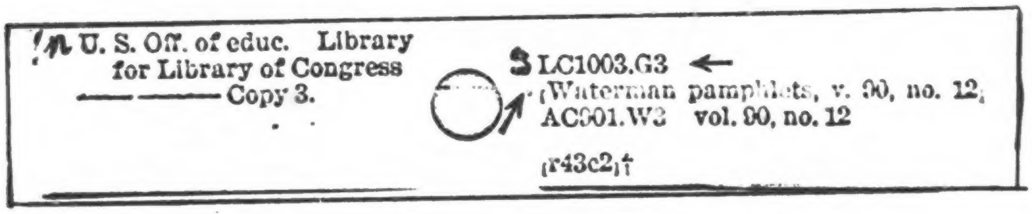
In the last example LC has the set to which the item being cataloged by the cooperative cataloging library belongs, but LC did not have the particular monograph which this catalog record represents at the time the cooperative copy was received. However, a full LC call number, enclosed in brackets, was assigned.

IRREGULARITIES/EXCEPTIONS

DECEPTIVE CASE

In the case in which there is apparently no LC call number, but there is a call number adjacent to the name of the co-operating library, if the call number is Cuttered, consider it an LC call number (*s) and NOT a co-operative cataloging library's call number.

EXAMPLE:



U. S. Off. of educ. Library
for Library of Congress
——— ——— Copy 3.

LC1003.G3 ←
[Waterman pamphlets, v. 90, no. 12]
AC901.W3 vol. 90, no. 12

[r43c2]†

!1 SPECIAL SUBJECT CLASSIFICATION SYSTEMS

DISCUSSION:

This field is reserved for use by libraries which wish to apply special subject classification schemes to the record. An example would be the BNB Classification scheme or the Universial Decimal Classification scheme.

NOTE: Definitions and instructions may be specified by the library intending to use the field.

!m | SUPERINTENDENT OF DOCUMENTS CATALOG NUMBER

DISCUSSION:

This field is for optional use by libraries which wish to apply the format to control of U.S. federal documents collections.

NOTE: Definitions and instructions may be specified by the library intending to implement the field.

!n | NAME OF COOPERATIVE CATALOGING LIBRARY

DISCUSSION:

When the data on an LC printed card did not originate at LC but was contributed by another library on the cooperative cataloging program, the name of that cooperating library will appear on the card.

LOCATION:

The name of the cooperative cataloging library is found in the bottom left corner of the card.

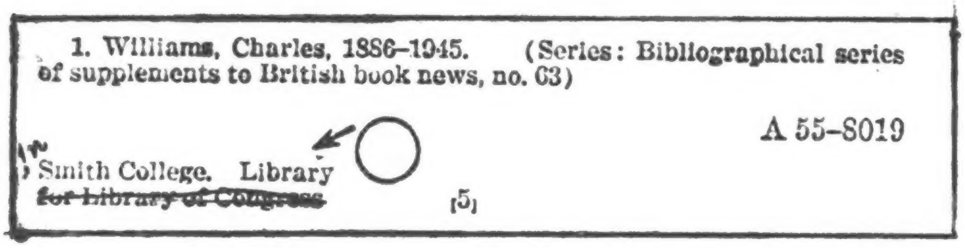
INSTRUCTION:

Insert the code !n in front of the name of the cooperative library.

Delete both the phrase 'for Library of Congress' and the legend 'Library of Congress' standing alone.

NOTE: In some cases, other legend information concerning the origin or purpose of the card will appear in the lower left corner. If there is no library name mentioned on the card in this position, delete the data appearing in the space.

EXAMPLE:



1. Williams, Charles, 1886–1945. (Series: Bibliographical series of supplements to British book news, no. 63)

A 55–8019

!n Smith College. Library
~~for Library of Congress~~ [5]

SEE:

For further examples of complex cases, see Appendix, p. 201.

SEE:

An LC class or call number applied by the contributing library will sometimes appear at the bottom of the card, as part of the legend statement. This number will be coded !k ('cooperative cataloging library's call number'), as described on pp. 116-117.

!p VARIANT NAME NOTES

DISCUSSION:

Name notes appear on certain older LC printed cards, in the case in which the form of the name chosen for entry (usually the name by which the author is best known) is not the fullest form of the name. (The practice of placing such names on LC cards was discontinued Nov. 1963.) The introductory identifying phrase in the full name element may appear in a number of forms, among which are:

'Full name: ....'
'Name originally: ....'
'Secular name: ....'
'Name in religion: ....'

Similar notes may be used to record the real name(s) of an author(s) when entry is made under a pseudonym.

This code is used to indicate all sorts of data on variant forms of names.

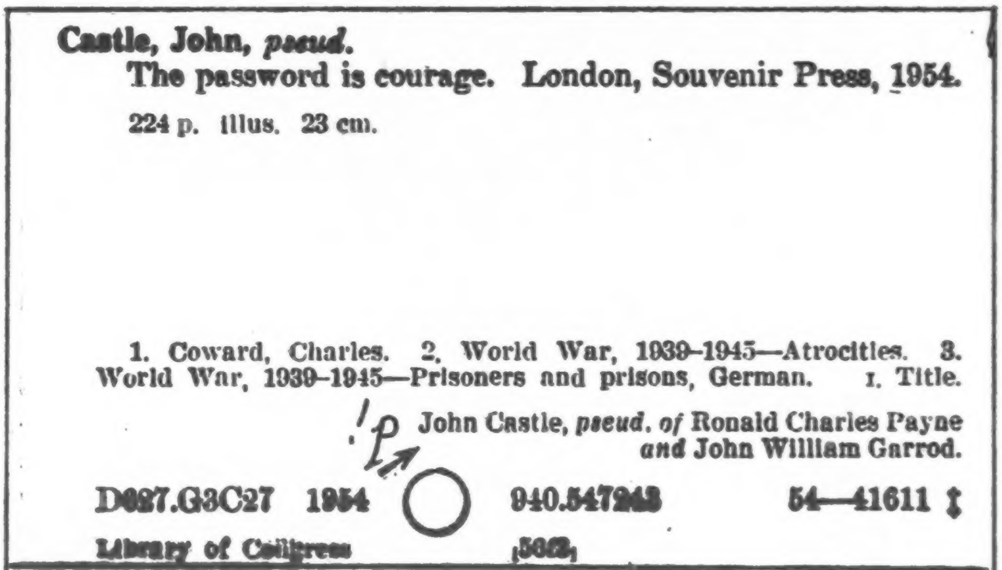
LOCATION:

Variant name notes are found in the lower part of the card, usually right justified, above the tracing and following all other notes.

INSTRUCTION:

Insert the !p code in front of the name note, and cross out the brackets around the note, if there are any. DO NOT cross out the introductory phrase.

EXAMPLE:

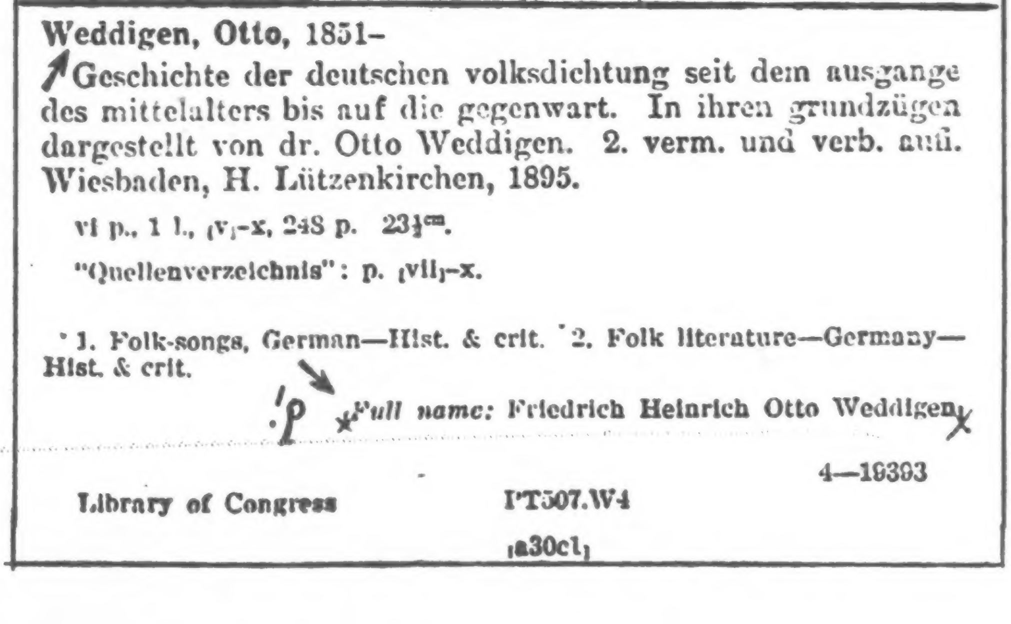


Castle, John, ***pseud.***
The password is courage. London, Souvenir Press, 1954.
224 p. illus. 23 cm.

1. Coward, Charles. 2. World War, 1939-1945—Atrocities. 3. World War, 1939-1945—Prisoners and prisons, German. I. Title.

!p John Castle, *pseud. of* Ronald Charles Payne *and* John William Garrod.

D827.G3C27 1954 ○ 940.547243 54—41611 ‡
Library of Congress ₍58f2₎



Weddigen, Otto, 1851-
Geschichte der deutschen volksdichtung seit dem ausgange des mittelalters bis auf die gegenwart. In ihren grundzügen dargestellt von dr. Otto Weddigen. 2. verm. und verb. aufl. Wiesbaden, H. Lützenkirchen, 1895.

vi p., 1 l., ₍v₎-x, 248 p. 23½cm.

"Quellenverzeichnis": p. ₍vii₎-x.

1. Folk-songs, German—Hist. & crit. 2. Folk literature—Germany—Hist. & crit.

!p *Full name:* Friedrich Heinrich Otto Weddigen

4—19393
Library of Congress PT507.W4
₍a30c1₎

DIFFERENT CASE TREATED SIMILARLY: PSEUDONYM

DISCUSSION:

This code also applies when the author's real name is used as the main entry heading but the pseudonym appears in the body of the card, in the author statement.

In such cases the name in the main entry heading is normally enclosed in brackets.

This code does NOT apply when the pseudonym is used as the main entry heading, nor when the pseudonym appears along with the real name in the main entry heading. Coding of these cases is described under A-Field Main Entry heading: Author Main Entry: Personal Author, p.26.

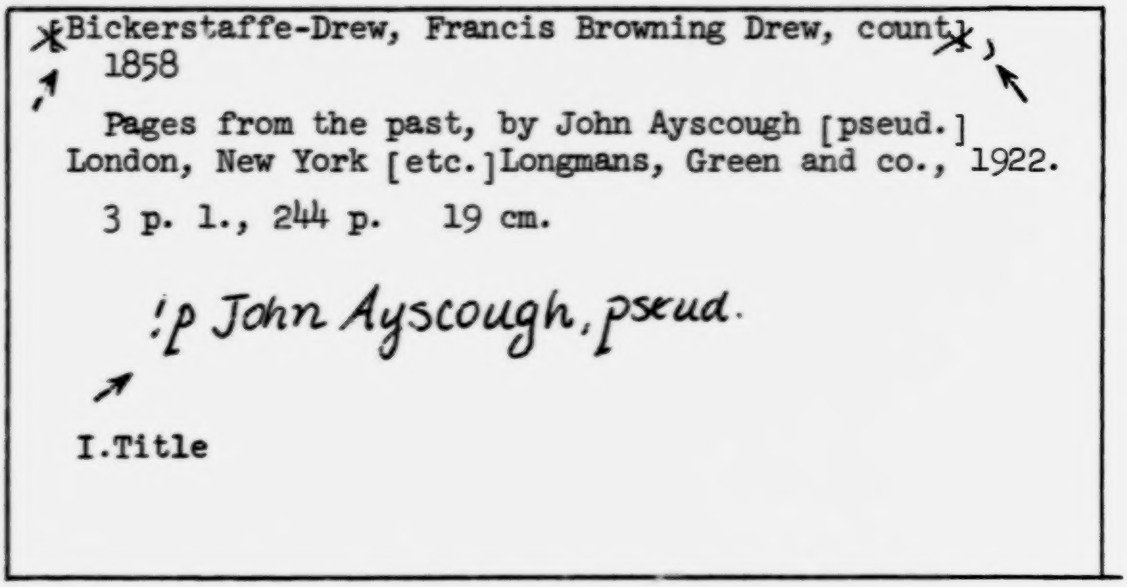
INSTRUCTION:

Rewrite the pseudonym as it appears in the title page transcription below the A-Fields wherever there is room on the card (usually this will be just above the tracings). Add a comma after the name or phrase and then the abbreviation 'pseud.'

Insert the !p code in front of the rewritten name. Do NOT delete the pseudonym from the body of the card.

Delete the brackets around the name in the main entry heading, if there are any, and insert appropriate punctuation.

EXAMPLE:



~~[~~Bickerstaffe-Drew, Francis Browning Drew, count~~]~~, 1858

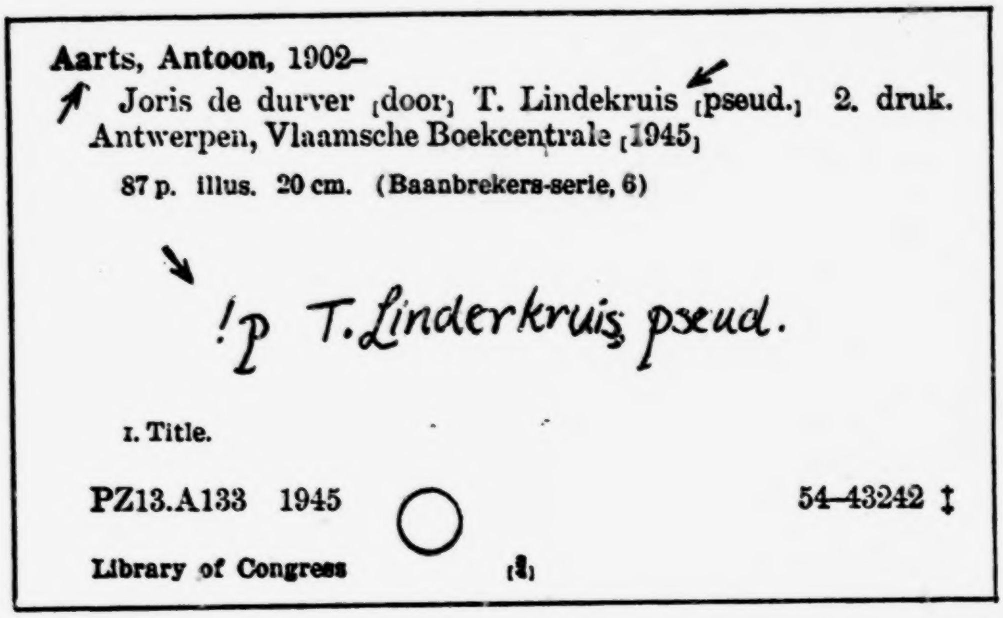
Pages from the past, by John Ayscough [pseud.] London, New York [etc.] Longmans, Green and co., 1922.

3 p. l., 244 p. 19 cm.

!p John Ayscough, pseud.

I.Title

EXAMPLES (CONT.):



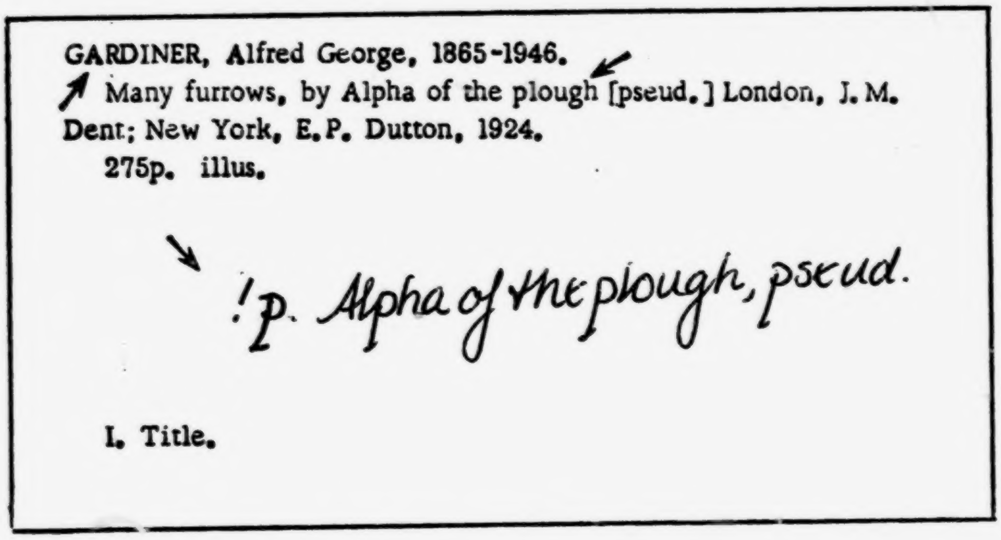
Aarts, Antoon, 1902–
Joris de durver [door] T. Lindekruis [pseud.] 2. druk. Antwerpen, Vlaamsche Boekcentrale [1945]
87 p. illus. 20 cm. (Baanbrekers-serie, 6)

!p T. Linderkruis, pseud.

I. Title.

PZ13.A133 1945 54-43242 ‡

Library of Congress [3]



GARDINER, Alfred George, 1865-1946.
Many furrows, by Alpha of the plough [pseud.] London, J. M. Dent; New York, E. P. Dutton, 1924.
275p. illus.

!p. Alpha of the plough, pseud.

I. Title.

!q TITLE ROMANIZED NOTE (added entry made)

DISCUSSION:

This field contains a note beginning 'Title romanized' or 'Title transliterated.' Such notes appear on cards when the title of the work represented in the catalog record is in non-Roman characters.

The romanized form of the title as denoted in the 'Title romanized' note sometimes is used as a title added entry. This code applies ONLY when such a title added entry appears on the card along with a 'Title romanized' note.

When there is NO title added entry for the romanized title, use code '*n', p. 86.

LOCATION:

The note appears in the lower right corner of the card, following the tracings.

INSTRUCTION:

Insert the !q code in front of the 'Title romanized' note.

Delete the word 'Title' in the phrase 'Title romanized' or 'Title transliterated.'

Delete the title added entry tracing for the romanized title: do NOT code it '*q' and do NOT make any entry for it in the '!q' code boxes on the coding sheet.

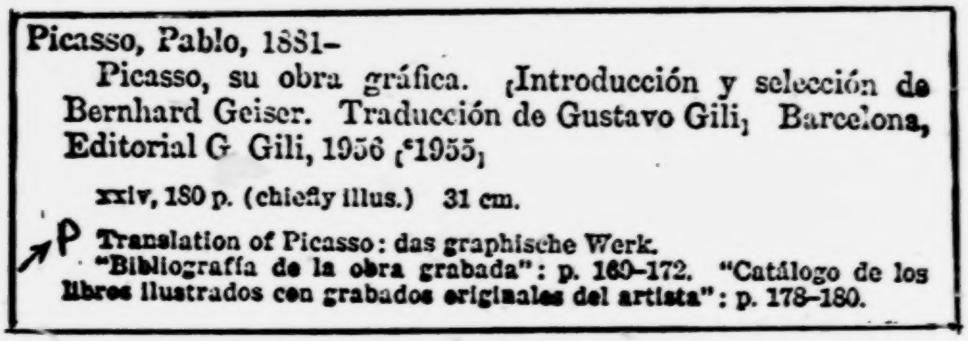
NOTE: This field is not needed for the conversion of Roman alphabet records, but may be implemented when the conversion of non-Roman records is undertaken.

!r	TRANSLATED TITLE

DISCUSSION:
Provision for this code has been made in MARC, but a definition has not been issued.

INSTRUCTION:
In the meantime, code all notes apparently of this type as '*p'. (See p. 87)

EXAMPLE:



Picasso, Pablo, 1881-
Picasso, su obra gráfica. [Introducción y selección de Bernhard Geiser. Traducción de Gustavo Gili] Barcelona, Editorial G Gili, 1956 [©1955]

xxiv, 180 p. (chiefly illus.) 31 cm.

P Translation of Picasso: das graphische Werk.
"Bibliografía de la obra grabada": p. 169-172. "Catálogo de los libros ilustrados con grabados originales del artista": p. 178-180.

NOTE: When the MARC definition is issued, this code (;r) may be implemented.

!s | ANNOTATED CARD PROGRAM SUBJECT HEADINGS

DISCUSSION:

These subject headings are assigned to books cataloged under the Annotated Card Program. Cards issued under this program are recognizable by the 'AC' prefixed to the LC card number.

INSTRUCTION:

Insert the !s code in front of each AC subject heading.

Delete Arabic numerals preceding each subject heading.

When subdivisions follow the subject heading, they must be preceded either by an em-dash or by two hyphens with no spaces between, before or after the hyphen or dash. If there are spaces, close them up; if there is only one hyphen given, insert another.

Enter the appropriate type code for each subject heading and subdivision in the 'jm' boxes on the coding sheet. See pp. 150-154.

!v	CSL DOCUMENTS NUMBER

DISCUSSION:
This field is provided to offer a format for control of the documents issued by the State of California.

NOTE: This field is not to be defined at this time. Definitions and instructions may be provided when conversion of the documents collection is undertaken.

I-FIELDS: ADDED DESCRIPTION

I-FIELDS: INTRODUCTION

The I-Field codes serve to DESCRIBE the data on the catalog card, in contrast to the A-Field and B-Field codes which only identify data. The I-Field codes record specific descriptive information, taken directly from the card or deduced from other data present, which is useful for filing or reference purposes.

The codes are found on the pre-printed portion of the coding sheet, beneath and to the left of the catalog card copy.

The appropriate code is indicated either by a check mark or by a fill-in of code or data in the corresponding code box or blank.

In some of the fields more than one option may be checked (e.g., Content Form, Type of Work, Main Entry); in others the options are mutually exclusive or there is an order of precedence (e.g., Date Type, Catalog Source, Form of Reproduction, Government Pub.).

Boxes have been provided for write-in information when pre-printed options were not appropriate (e.g., the possible languages to be entered in the 'sa' box are so numerous that there would not be space on the coding sheet to list them all; therefore a look-up table of language codes is provided instead.)

Al alphabetic symbols will be written on the coding sheet in LOWER CASE for ease in key-punching.

Certain of the I-Fields must always have an entry, and certain others must have an entry when the default conditions are not met. The editor should check to see that these boxes have been filled in, when appropriate, for each record.

These fields must always contain an entry:

- 'wa' (System and Branch)
- 'EDITOR' box

These fields will contain an entry except in specific cases:

Date 1 — except when card shows no date
'b codes': DATE TYPE — except when date is single date with no digits missing
'e codes': CATALOG SOURCE — except when card is originated by LC
'sa': Language — except when work is in English and only in English and is not a translation
'ua': Type of Main Entry — except when main entry is single surname

A sample of the pre-printed portion of the coding sheet, which enumerates the I-Fields, is on the following page.

The codes which always must be coded are marked with a large dot: ●

The codes which frequently must be coded are marked with a smaller dot: ●

CSL PROCESSING CENTER
INPUT CODING SHEET:
MONOGRAPHS

● Date 1	Date 2

● DATE TYPE:

bc 2 dates: 2d is ©
bm multiple date span
bn date not known
bq digits missing
br prev. published

ca LC call no. is bracketed

CATALOG SOURCE:

ea NAL
eb NLM
ec Coop. Cat.
ed NUC
ee other
ef orig. cat.

FORM OF REPRODUCTION:

ga microfilm
gb microfiche
gc micro-opaque
gd large-print

CONTENT FORM:

ha abstracts
hb bibliographies
hc catalogs
hd dictionaries
he encyclopedias
hh hndbks./manuals
hi indexes
hp progrmmd. texts
hr directories
hs statistics
hy yearbooks

TYPE OF WORK:

ia juvenile
ib fiction
ic autobiography
id biog.-indiv.
ie biog.-coll.

THE CATALOG CARD WILL BE REPRODUCED IN THIS SPACE.

● TYPE OF ADDED ENTRY:

Series traced same as note	ja									
Series traced differently from note	jr									
Subject headings and subdivisions	jm									
Non-subject/non-series tracings	jq									

GOVERNMENT PUBLICATION:

ka U.S. Federal
kb Cal State
kc Cal Co./Muni.
kd international
ke other govts.

ma conference pub.

na non-keyable data

qa cancel title added entry same as title

ra card lacks title traced same as short title

sa [ ] % lang.

ta translation

MAIN ENTRY HEADING:

● ua [ ] type of main entry
ub m.e. is subject
uc m.e. is publisher
ud m.e. repeated in body

HOLDINGS:

	System ●	+Br ●	Total Copies Here
● wa			
wb			
wc			
wd			

● EDITOR

Mo.	Day	Yr.	Minutes

KEYPUNCHER

Mo.	Day	Yr.	Minutes

● = must always be filled in
● = must frequently be filled in

DATE 1	DATE 2 BOXES
b-codes	TYPE OF PUBLICATION DATE

DISCUSSION:

These boxes and codes provide a means of recording the often dispersed or mixed alphanumeric date information.

INSTRUCTION:

The two date boxes will contain only four numeric characters each, or they will be left blank. The contents of the two date boxes are determined by the option checked in the type-of-date boxes. Only one code may be checked. The type of date options are as follows, with examples of how they control what is written in the date boxes.

For cases in which more than one of these options may be applicable, see the Decision Chart, following this section, p. 136.

Single date with no missing digits.

DISCUSSION:

The Imprint-date field (A-Field 7) on the card contains a known or probable date that can be represented by four digits.

INSTRUCTION:

Enter the date in the Date 1 box. Leave the Date 2 box blank. There is NO 'b-code' box to check.

EXAMPLE:

	DATES APPEARING ON CATALOG CARD:	DATES RECORDED ON CODING SHEET: Date 1	Date 2
	1948	1948	
	c1932	1932	
	Roma, anno XVIII [1939]	1939	
	[1964 or 1965]	1965	
	[1959?]	1959	
	[ca. 1953]	1953	
	1963/64	1964	
(Note on card: 'Reprinted from Green Howard's Gazette.')	1966	1966	
(Note that when the abbreviation 'i.e.' appears, the date following the 'i.e.' is the one written in the Date 1 box.)	1966 [i.e. 1965]	1965	
	1965 [i.e. 1966]	1966	

bc ✓ **2 dates: 2d is copyright. Combined copyright date and actual date of publication.**

DISCUSSION:

This code applies when the catalog card contains two dates, usually in the order of actual date followed by another date with the letter 'c' (for copyright) prefixed to it.

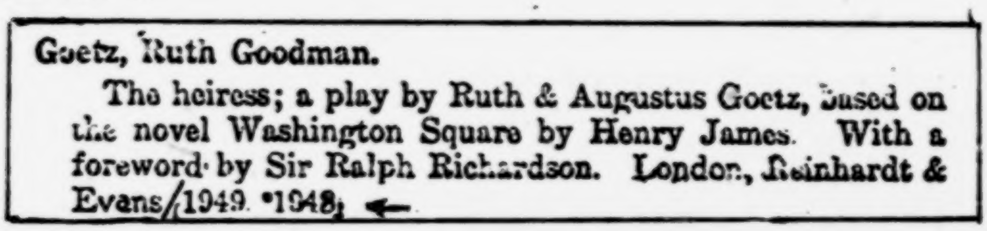
INSTRUCTION:

Write the actual date of publication in the Date 1 box and the copyright date (without the prefix) in the Date 2 box.

Check the 'bc' code box.

Both boxes must be filled in.

EXAMPLE:



Goetz, Ruth Goodman.

The heiress; a play by Ruth & Augustus Goetz, based on the novel Washington Square by Henry James. With a foreword by Sir Ralph Richardson. London, Reinhardt & Evans/1949. c1948.

How To Record Date(s)
On Coding Sheet:

Date 1	Date 2
1949	1948

* * * * * *

bm ✓ **Multiple date span. 2 dates: 2d is terminal.**

DISCUSSION:

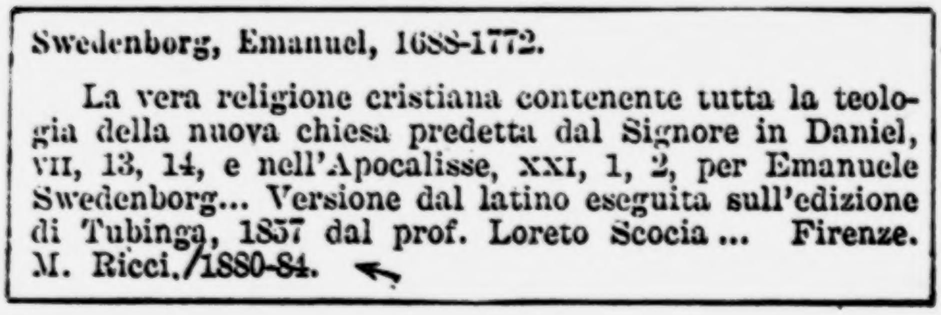
This code applies when the catalog card contains a multiple date span, with initial and terminal dates. If the terminal date is not yet known, the position is left open: '1959- '.

INSTRUCTION:

Write the initial date in the Date 1 box, and the terminal date in the Date 2 box. If the terminal date is not yet known, leave the Date 2 box blank.

Check the 'bm' code box.

EXAMPLE:



Swedenborg, Emanuel, 1688-1772.

La vera religione cristiana contenente tutta la teologia della nuova chiesa predetta dal Signore in Daniel, VII, 13, 14, e nell'Apocalisse, XXI, 1, 2, per Emanuele Swedenborg... Versione dal latino eseguita sull'edizione di Tubinga, 1857 dal prof. Loreto Scocia ... Firenze. M. Ricci./1880-84.

How to Record Date(s)
On Coding Sheet:

Date 1	Date 2
1880	1884

DATES APPEARING ON CATALOG CARD:	DATES RECORDED ON CODING SHEET: Date 1	Date 2
1966-1967 [v.1, 1967]	1966	1967
1966/67-	1966	
1944-(loose-leaf)	1944	
Neudruck [der Ausg.] 1896. Wurzburg, A. Liebing (1945?-)	1945	

* * * * * *

bn	✓

Date not known.

DISCUSSION:

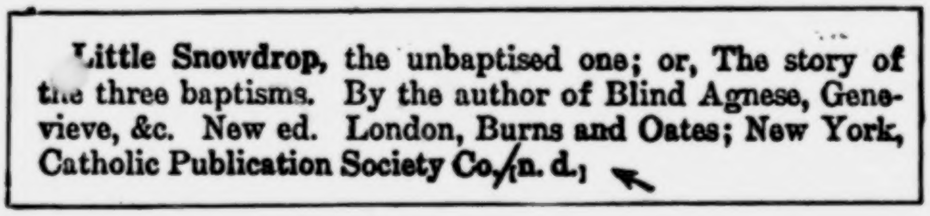
This code applies when the date of publication is unknown, as evidenced by the absence of a date and the presence of the abbreviation '[n.d.]' in the imprint field (A-Field 7).

INSTRUCTION:

Leave both Date 1 and Date 2 boxes blank.

Check the 'bn' code box.

EXAMPLE:



Little Snowdrop, the unbaptised one; or, The story of the three baptisms. By the author of Blind Agnese, Genevieve, &c. New ed. London, Burns and Oates; New York, Catholic Publication Society Co., [n. d.]

How to Record Date(s)
On Coding Sheet:

Date 1	Date 2

* * * * * *

bq	✓

Digits missing.

DISCUSSION:

This code applies when one or more of the digits is missing from the date.

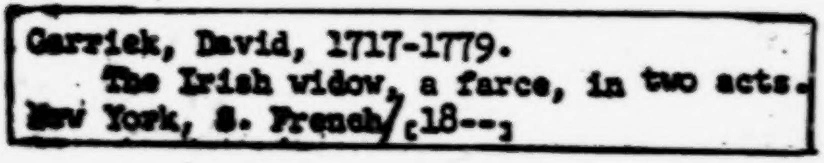
INSTRUCTION:

Write the earliest possible date in the Date 1 box, by substituting zeroes for the missing digits.

Write the latest possible date in the Date 2 box, by substituting 9's for the missing digits, UNLESS the resulting date is later than the year in which the coding is being done. In this case, write the year the coding is being done in the Date 2 box.

Check the 'bq' code box.
Both boxes must be filled in.

EXAMPLE:

DATES APPEARING ON CATALOG CARD:	DATES RECORDED ON CODING SHEET: Date 1	Date 2
 Garrick, David, 1717-1779. The Irish widow, a farce, in two acts. New York, S. French/[18--]	1800	1899
[195	1950	1959
[19	1900	1969
[196-?]	1960	1969
London, MacMillan, 1867, Dubuque, Iowa, W.C. Brown Reprint Library[194-?]	1940	1949

* * * * * *

br	✓

Previously published; no digits missing.

DISCUSSION:

This code applies when the data in the imprint field or a bibliographic history note (B-Field code *p) indicate that the work has been previously published, and dates are given.

This does NOT apply to photocopies, Xerox facsimiles or other facsimiles, in which the content of the work is unchanged or unaffected by being reproduced, or to earlier or later printing dates.

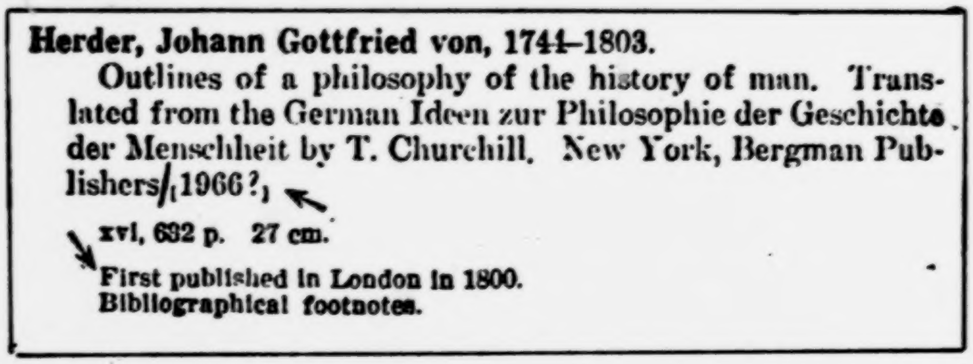
INSTRUCTION:

Write the date of the reprint or reproduction (i.e., the later date) in the Date 1 box. Write the original date of publication in the Date 2 box. If there is more than one date of previous publication, use the earliest one.

Check the 'br' code box.

Both boxes must be filled in.

EXAMPLE:



Herder, Johann Gottfried von, 1744-1803.

Outlines of a philosophy of the history of man. Translated from the German Ideen zur Philosophie der Geschichte der Menschheit by T. Churchill. New York, Bergman Publishers/[1966?]

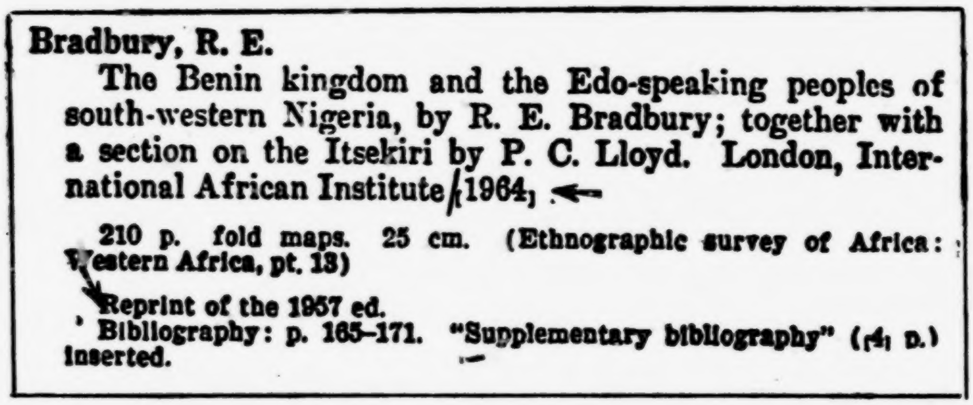
xvi, 632 p. 27 cm.

First published in London in 1800.
Bibliographical footnotes.

How to Record Date(s) On Coding Sheet:

Date 1	Date 2
1966	1800

How to Record Date(s)
On Coding Sheet:

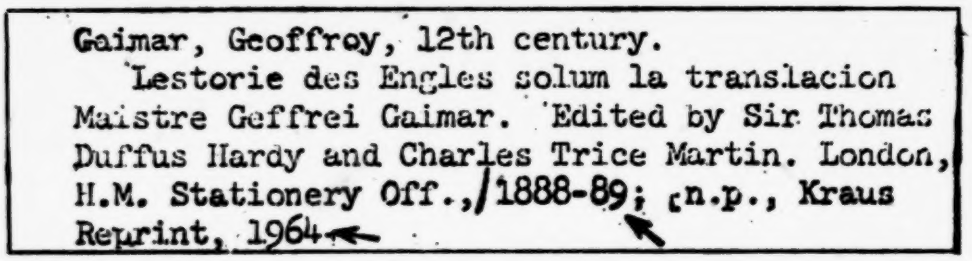


Bradbury, R. E.
The Benin kingdom and the Edo-speaking peoples of south-western Nigeria, by R. E. Bradbury; together with a section on the Itsekiri by P. C. Lloyd. London, International African Institute [1964]

210 p. fold maps. 25 cm. (Ethnographic survey of Africa: Western Africa, pt. 13)

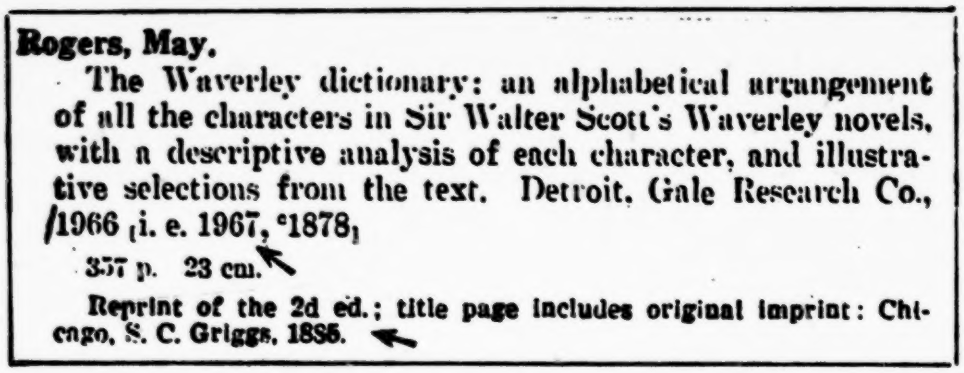
Reprint of the 1957 ed.
Bibliography: p. 165-171. "Supplementary bibliography" ([4] p.) inserted.

Date 1	Date 2
1964	1957



Gaimar, Geoffrey, 12th century.
Lestorie des Engles solum la translacion Maistre Geffrei Gaimar. Edited by Sir Thomas Duffus Hardy and Charles Trice Martin. London, H.M. Stationery Off., 1888-89; [n.p., Kraus Reprint, 1964

Date 1	Date 2
1964	1889

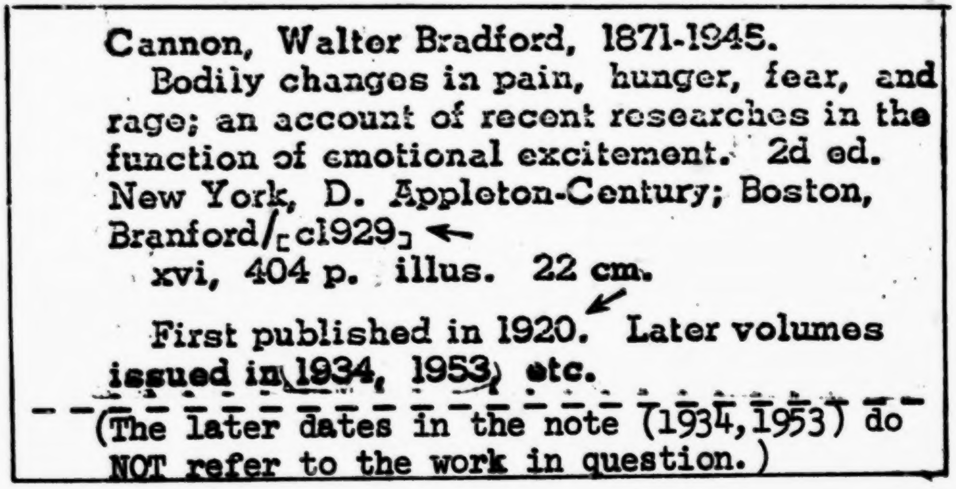


Rogers, May.
The Waverley dictionary: an alphabetical arrangement of all the characters in Sir Walter Scott's Waverley novels, with a descriptive analysis of each character, and illustrative selections from the text. Detroit, Gale Research Co., 1966 [i. e. 1967, ©1878]

357 p. 23 cm.

Reprint of the 2d ed.; title page includes original imprint: Chicago, S. C. Griggs, 1885.

Date 1	Date 2
1967	1885



Cannon, Walter Bradford, 1871-1945.
Bodily changes in pain, hunger, fear, and rage; an account of recent researches in the function of emotional excitement. 2d ed. New York, D. Appleton-Century; Boston, Branford [c1929]

xvi, 404 p. illus. 22 cm.

First published in 1920. Later volumes issued in 1934, 1953, etc.

(The later dates in the note (1934,1953) do NOT refer to the work in question.)

Date 1	Date 2
1929	1920

EXCEPTIONS/IRREGULARITIES

SUBSEQUENT PRINTING DATES

DISCUSSION:

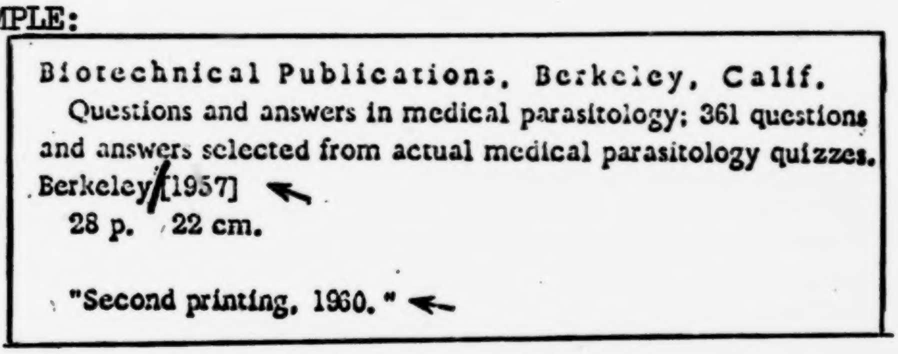
There may be notes with information about subsequent printings. Such dates are not entered in these boxes, as the concern here is with previous publication.

INSTRUCTION:

Enter the date(s) appearing in the Imprint field in the Date 1 and Date 2 boxes in the usual manner. Do NOT record the date of subsequent printing.

Do NOT check the 'br' code box, nor any other b-code box.

EXAMPLE:



Biotechnical Publications, Berkeley, Calif.
Questions and answers in medical parasitology; 361 questions and answers selected from actual medical parasitology quizzes. Berkeley, [1957] ←
28 p. 22 cm.

"Second printing, 1960." ←

How to Record Date(s)
On Coding Sheet:

Date 1	Date 2
1957	

MULTIPLE OPTIONS: DECISION TABLE

IF	THEN
Card has both an initial date and a terminal date plus a copyright date. (No date digits missing.)	Check 'bm' instead of 'bc'
Card has both an initial date and a terminal date plus a date of previous publication. (No date digits missing.)	Check 'bm' instead of 'br'
Card has both a publication date and a copyright date, but digits are missing.	Check 'bq' instead of 'bc'
Card has multiple date span with terminal date unknown, and the initial date has digits missing.	Check 'bq' instead of 'bm'
Card has an initial date and a terminal date, plus a date of previous publication, but digits are missing.	Check 'bq' instead of 'br'
Card has both a publication date and a copyright date, plus one or more dates of previous publication. (Write the non-copyright date in the Date 1 box, and the earliest date of previous publication in the Date 2 box.)	Check 'br' instead of 'bc'

ca | LC CALL NUMBER IS BRACKETED

DISCUSSION:

The LC call number on an LC printed card is enclosed within large brackets to indicate that the Library of Congress has not acquired the book for its collections at the time of cataloging, but has printed the card as a service under the cooperative cataloging program or other similar program.

A variant of the bracketed LC call number is a Maltese cross before the LC call number, or elsewhere on the card. It means the same thing as the brackets around the call number.

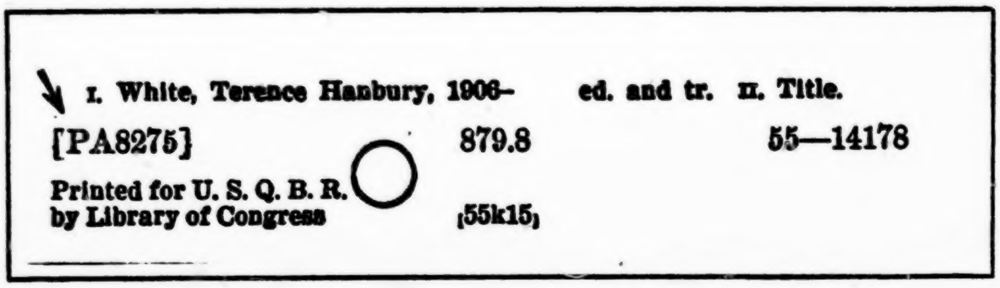
LOCATION:

The bracketed call number appears in the lower left corner of the card, above the library legend, and is found only on LC printed cards.

INSTRUCTION:

Check the 'ca' box. For instructions on coding of the field, see B-Field code '*s', p. 92.

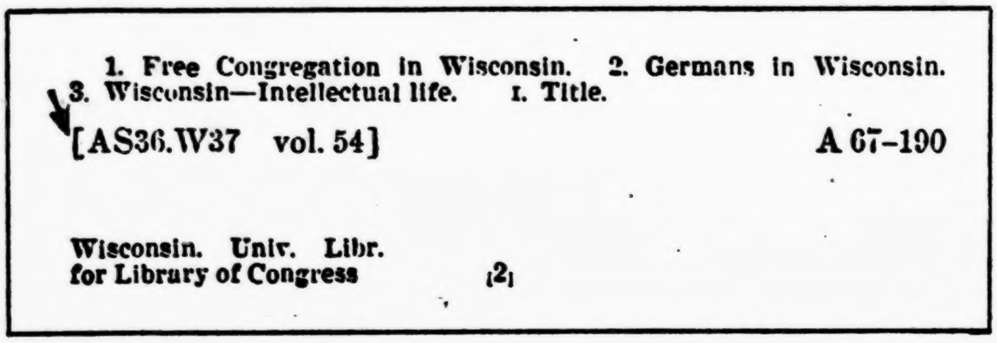
EXAMPLE:



I. White, Terence Hanbury, 1906- ed. and tr. II. Title.

[PA8275] 879.8 55—14178

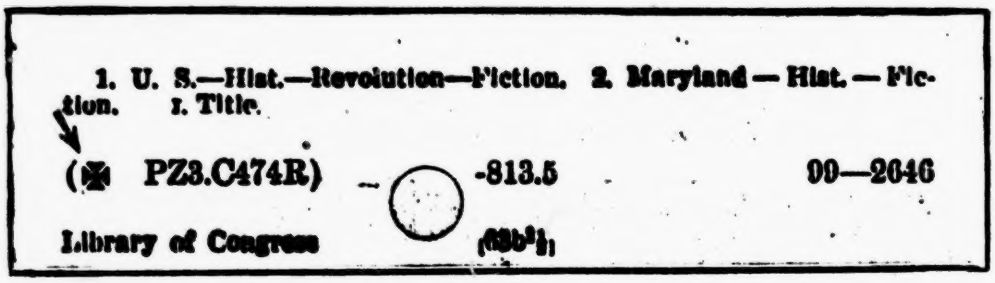
Printed for U. S. Q. B. R.
by Library of Congress [55k15]



1. Free Congregation in Wisconsin. 2. Germans in Wisconsin.
3. Wisconsin—Intellectual life. I. Title.

[AS36.W37 vol. 54] A 67-190

Wisconsin. Univ. Libr.
for Library of Congress [2]



1. U. S.—Hist.—Revolution—Fiction. 2. Maryland — Hist. — Fiction. I. Title.

(✠ PZ3.C474R) -813.5 00—2646

Library of Congress [63b^{2}]

e | CATALOG SOURCE

DISCUSSION:

These codes record the source of the catalog card. The options are:

ea	NAL (National Agricultural Library)
eb	NLM (National Library of Medicine)
ec	Cooperative Cataloging
ed	NUC (National Union Catalog)
ee	Other printed card source (e.g. Wilson Co. cards)
ef	Original cataloging (non-printed card)

LOCATION:

The evidence that the card is issued from one of these sources is usually found at the bottom of the card, beneath the tracings. Original cataloging is recognizable from the different type font used and from the lack of identifying data at the bottom of the card.

INSTRUCTION:

Check the appropriate code, unless the card is of LC origin. In this case no 'e' code is checked and the LC origin is coded by default.

Delete phrases attributing cataloging source to NAL or NLM, found in the lower left corner of the card above the 'for Library of Congress' e.g., 'NLM Shared Cataloging.' The fact that NLM or NAL was the source of cataloging is recorded by the 'ea' or 'eb' code.

However, do NOT delete phrases, such as 'Harvard University,' above the 'for the Library of Congress.' In these cases the 'ec' code is checked, but it does not specify *which* library was the cataloging source. See code !n, p. 120.

IRREGULARITIES/EXCEPTIONS

LC CARD NUMBER AS INDICATION OF CAT. SOURCE

DISCUSSION:

Sometimes the local library will copy the information from an LC or other centrally cataloged card. In this case the card appears to be from local original cataloging, but in fact reproduces LC cataloging. If the LC card number is present on the card, and if there is indication of the source of the catalog data, treat the card as if it were a 'real' LC card.

However, if there is NOT specific indication of the source of the cataloging, treat the card as an original cataloging card. This is because some local libraries include on cards of their original cataloging the LC card number when it is present on the verso of the title page of the book. Thus the presence of an LC card number is NOT sufficient evidence that the cataloging was done by LC.

g | FORM OF REPRODUCTION

DISCUSSION: These codes will apply if the work on the catalog card has been reproduced photographically (or by any other means) in either a size too small to be read by the unaided eye or in an oversized print.

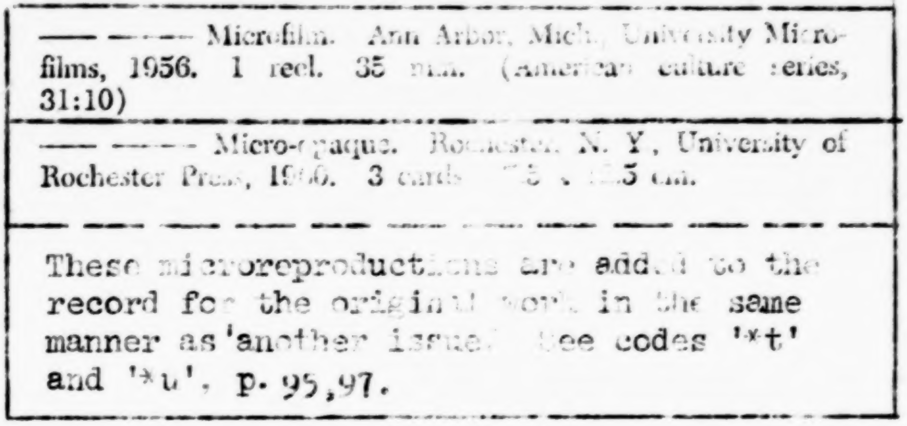
The options and the associated codes are:

- ga Microfilm
- gb Microfiche
- gc Micro-opaque
- gd Large-print

LOCATION:
Evidence that a work is of this type is usually found in a note or a dashed copy statement. Large-print books are identifiable by a subject heading using those terms.

INSTRUCTION:
Check the appropriate 'g' code box.

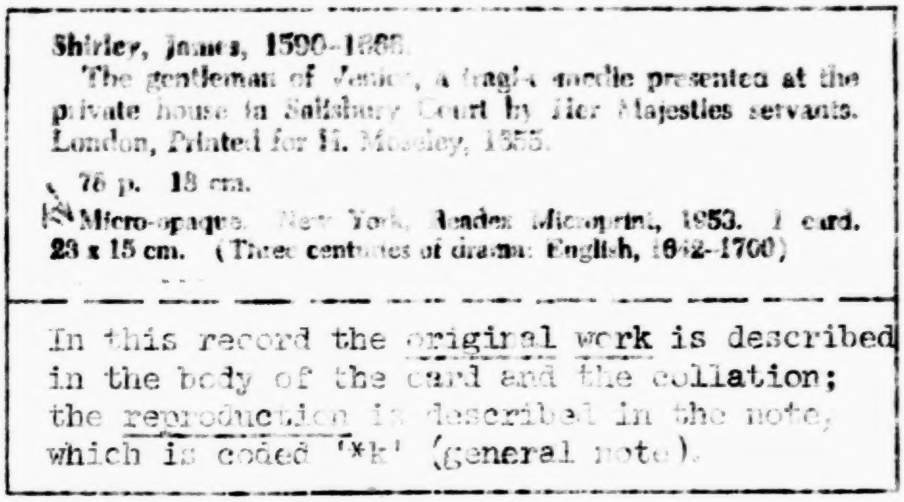
EXAMPLE:



—— ——— Microfilm. Ann Arbor, Mich., University Microfilms, 1956. 1 reel. 35 mm. (American culture series, 31:10)

—— ——— Micro-opaque. Rochester, N. Y., University of Rochester Press, 1956. 3 cards 7.5 x 12.5 cm.

These microreproductions are added to the record for the original work in the same manner as 'another issue.' See codes '*t' and '*u', p. 95,97.



Shirley, James, 1596-1666.
The gentleman of Venice, a tragi-comedie presented at the private house in Salisbury Court by Her Majesties servants. London, Printed for H. Moseley, 1655.
76 p. 18 cm.
Micro-opaque. New York, Readex Microprint, 1953. 1 card. 23 x 15 cm. (Three centuries of drama: English, 1642-1700)

In this record the original work is described in the body of the card and the collation; the reproduction is described in the note, which is coded '*k' (general note).

EXCEPTION/IRREGULARITY

ITEMS ORIGINALLY PUBLISHED IN MICROFORM

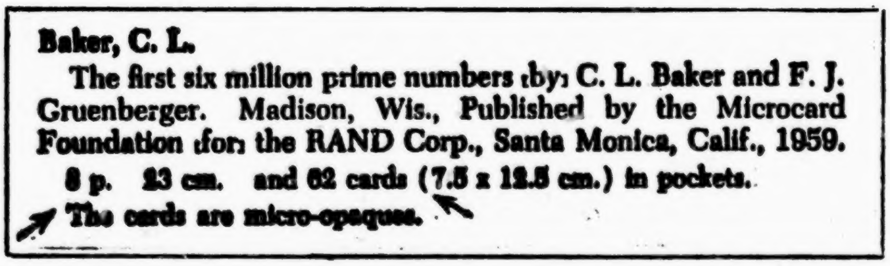
DISCUSSION:

Some items are originally published in microform and are NOT micro-reproductions of items originally published in 'macro'-form. (For example, some periodicals are published only in microfiche.) Such works are described in the body of the card, with the statement of the type of micro-reproduction given as the first note. Because of the form of the collation, THESE RECORDS DO NOT FALL WITHIN OUR DEFINITION OF MONOGRAPHS.

INSTRUCTION:

Return coding sheets of such records to the head editor.

EXAMPLE:

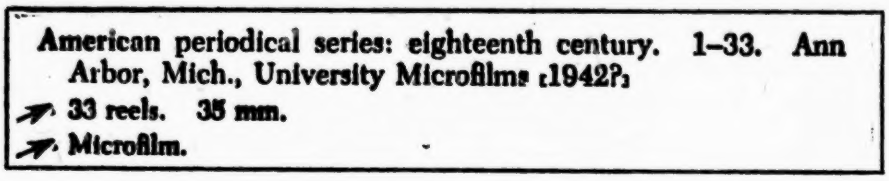


Baker, C. L.

The first six million prime numbers [by] C. L. Baker and F. J. Gruenberger. Madison, Wis., Published by the Microcard Foundation [for] the RAND Corp., Santa Monica, Calif., 1959.

8 p. 23 cm. and 62 cards (7.5 x 12.5 cm.) in pockets.

The cards are micro-opaques.



American periodical series: eighteenth century. 1–33. Ann Arbor, Mich., University Microfilms [1942?]

33 reels. 35 mm.

Microfilm.

h FORM OF CONTENT

DISCUSSION:

These codes describe certain types of material used frequently for reference purposes.

The codes apply ONLY when the work is of the form listed, not when it merely contains material of the form: e.g., a bibliography of the works of Ezra Pound would have the 'hb' box checked, whereas a book about Pound with a bibliography of his works appended would NOT be so coded.

The forms of content and the associated codes are:

ha	abstracts
hb	bibliographies
hc	catalogs
hd	dictionaries
he	encyclopedias
hh	hndbks./manuals
hi	indexes
hp	progrmmd. texts
hr	directories
hs	statistics
hy	yearbooks

LOCATION:

Indication of the form of contents is usually found in the title (e.g., 'Handbook of Chemistry'), or in a subject added-entry tracing subdivision (e.g., '1. California--Directories.')

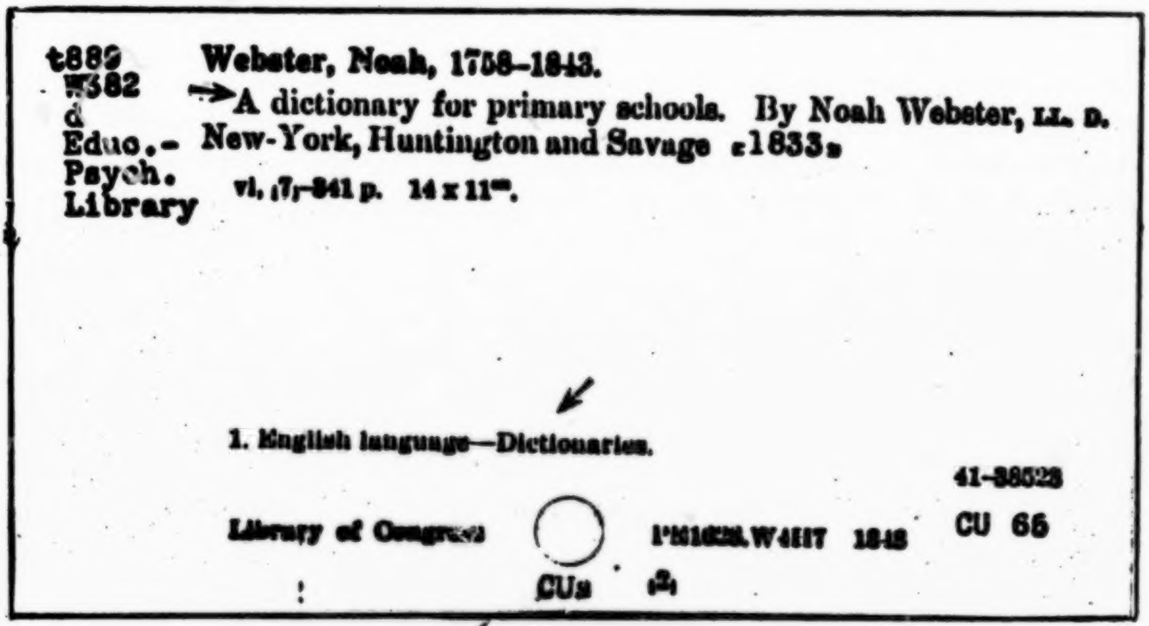
The evidence for these forms of content is not always explicit or direct; synonymous terms or phrases may be used, so the editor must be alert in interpreting the variants.

INSTRUCTION:

Check the appropriate 'h' code box or boxes. As many as four of the codes on the list may be checked.

If a work embodies more than four of the forms of content, check the first four applicable codes that appear on the list; the sequence of the list determines which codes to check.

EXAMPLE:



t889
W382
d
Educ.-
Psych.
Library

Webster, Noah, 1758-1843.

→A dictionary for primary schools. By Noah Webster, LL. D.
New-York, Huntington and Savage ₍1833₎

vi, ₍7₎-341 p. 14 x 11ᶜᵐ.

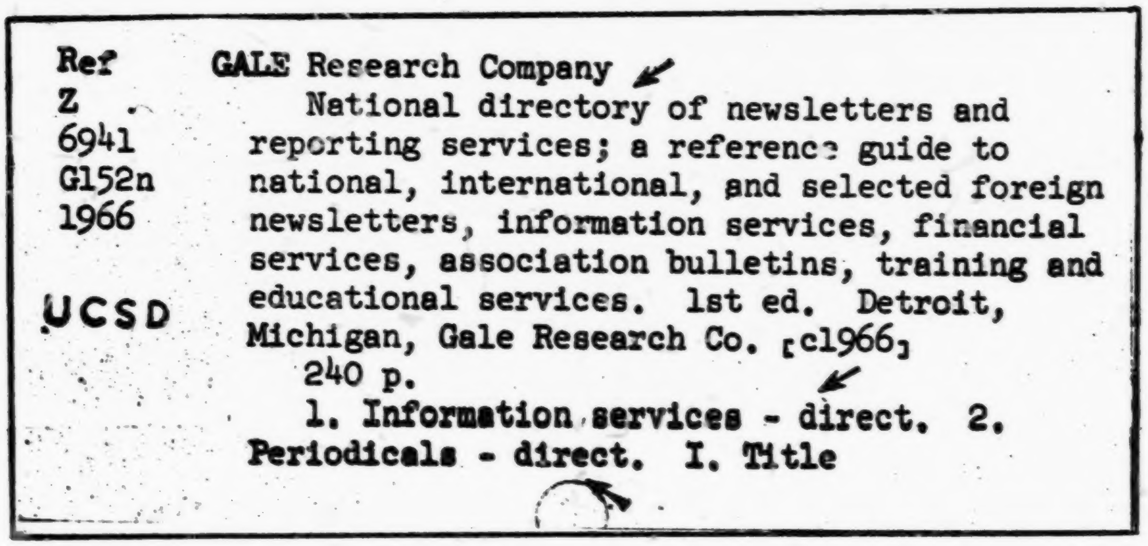
1. English language—Dictionaries.

41-38523

Library of Congress PE1628.W4417 1843 CU 66

CUa ₍2₎

hd ✓ dictionaries



Ref
Z
6941
G152n
1966

UCSD

GALE Research Company
National directory of newsletters and reporting services; a reference guide to national, international, and selected foreign newsletters, information services, financial services, association bulletins, training and educational services. 1st ed. Detroit, Michigan, Gale Research Co. [c1966]
240 p.
1. Information services - direct. 2. Periodicals - direct. I. Title

hr ✓directories

IRREGULARITIES/EXCEPTIONS

ENCYCLOPEDIAS VS. DICTIONARIES

DISCUSSION:

The treatment of encyclopedias in the LC subject heading list poses some problems of interpretation for the editor.

The instructions read:

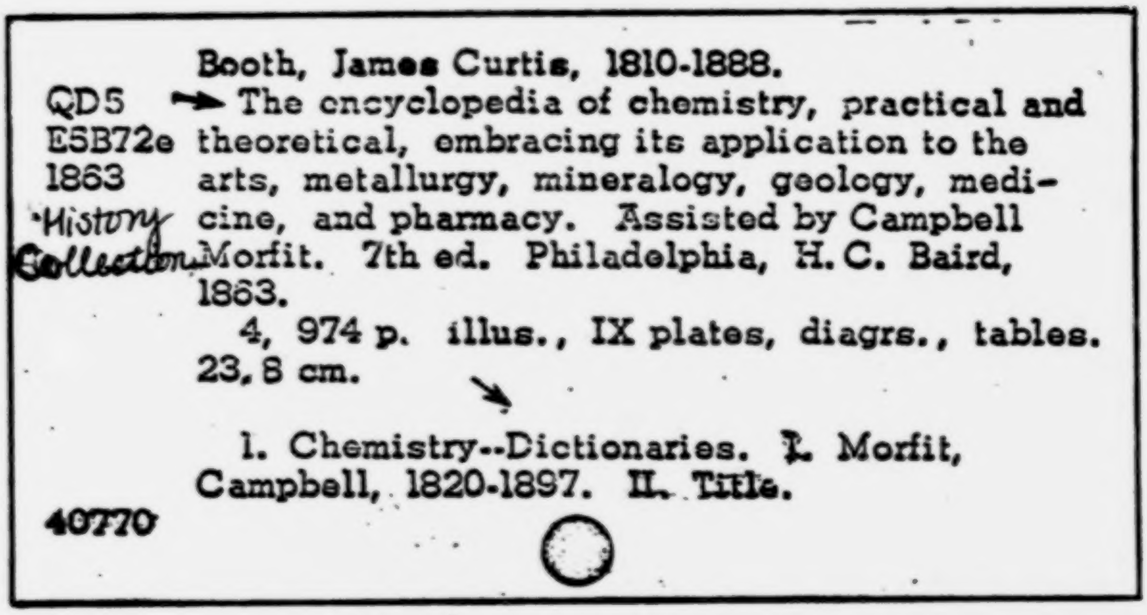
> Encyclopedias and dictionaries of a particular subject are entered under the subject with the subdivision 'Dictionaries,' or in the case of countries, cities, etc. or ethnic groups, 'Dictionaries and encyclopedias', e.g.,
> 'Botany--Dictionaries'
> 'France--Dictionaries and encyclopedias'
> 'Jews--Dictionaries and encyclopedias'

Thus all works of an encyclopedic nature will have 'Dictionaries' as, or as part of, the subject subdivision.

In deciding how to code such works the editor should regard the title of the book, all descriptive notes, and other subject headings and attempt to discern the nature of the book, finally choosing the Content Form term which best describes the work.

There may in fact be two (or more) terms equally applicable to the work in hand, but in the case of the dictionaries-encyclopedias problem, the editor should choose one or the other whenever possible. An encyclopedia has longer, more descriptive articles than a dictionary, which is more a list of terms and definitions than a collection of substantive articles.

EXAMPLE:



Booth, James Curtis, 1810-1888.
QD5 The encyclopedia of chemistry, practical and
E5B72e theoretical, embracing its application to the
1863 arts, metallurgy, mineralogy, geology, medi-
History cine, and pharmacy. Assisted by Campbell
Collection Morfit. 7th ed. Philadelphia, H. C. Baird,
1863.
4, 974 p. illus., IX plates, diagrs., tables.
23.8 cm.

1. Chemistry--Dictionaries. I. Morfit,
Campbell, 1820-1897. II. Title.
40770

he ✓ encyclopedias

i TYPE OF WORK

BIOGRAPHY CODES

DISCUSSION:

These three biography codes are mutually exclusive: only one may be checked. They may appear in conjunction with either 'juvenile' or 'fiction', however.

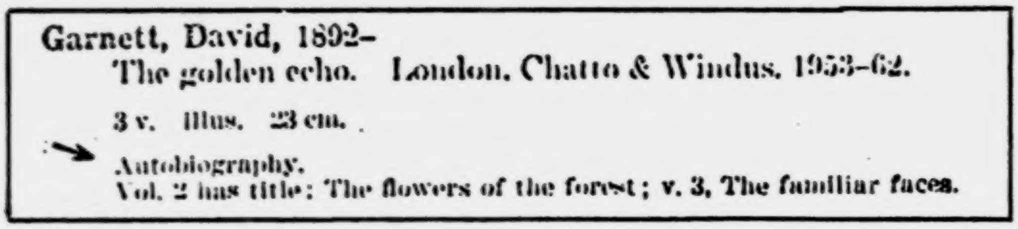
The fact that a given work is of a biographical nature may be ascertained from various sources:

1. The letter 'B' in conjunction with a DDC number assigned by LC.
2. The subject heading or sub-division 'Biography' in the tracings paragraph. (As this may be applied to all three types of biography, the editor must seek other clues to determine which code to apply.)
3. Relevant phrases in the title or title page transcription.
4. Notes to that effect.
5. Special symbols used by the local library.
6. DDC number in the 920's.

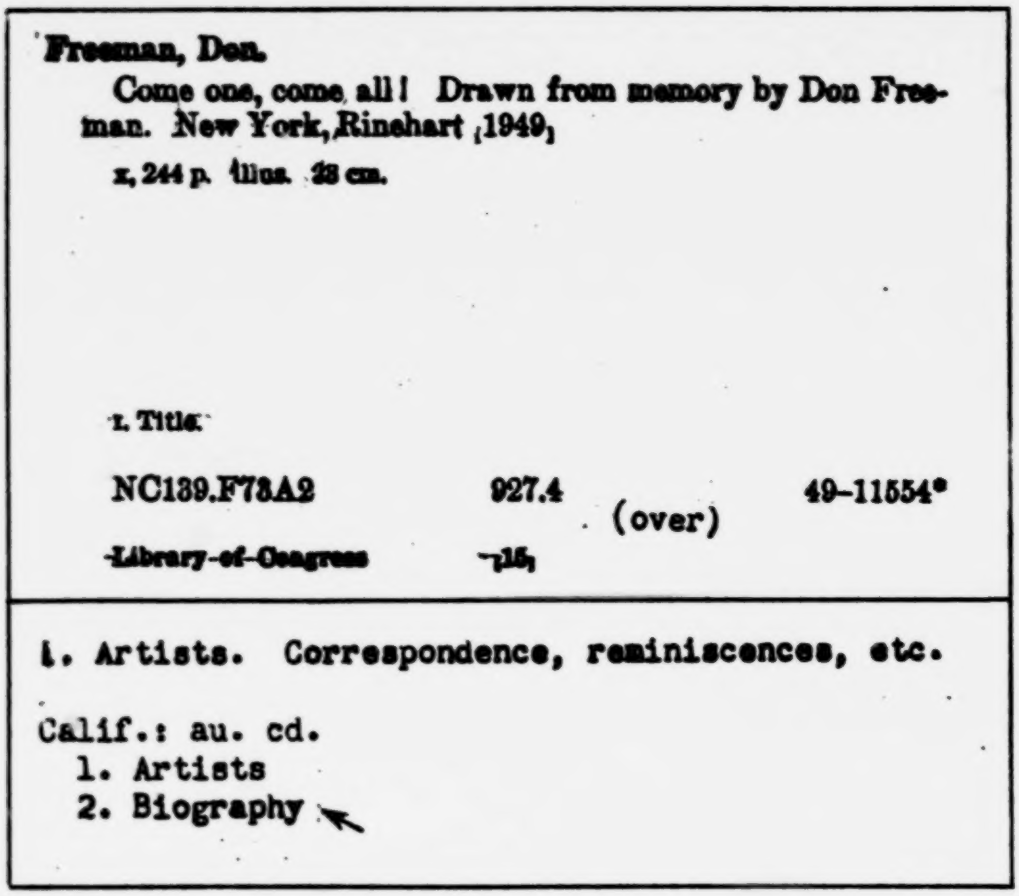
ia Autobiography

see: I-Field code 'ub' Main Entry is Subject must also be checked.

EXAMPLE:



Garnett, David, 1892-
The golden echo. London, Chatto & Windus, 1953-62.
3 v. illus. 23 cm.
Autobiography.
Vol. 2 has title: The flowers of the forest; v. 3, The familiar faces.



Freeman, Don.
Come one, come all! Drawn from memory by Don Freeman. New York, Rinehart [1949]
x, 244 p. illus. 28 cm.

1. Title.

NC139.F78A2 927.4 49-11554*

(over)

~~Library of Congress~~ [15]

(verso)

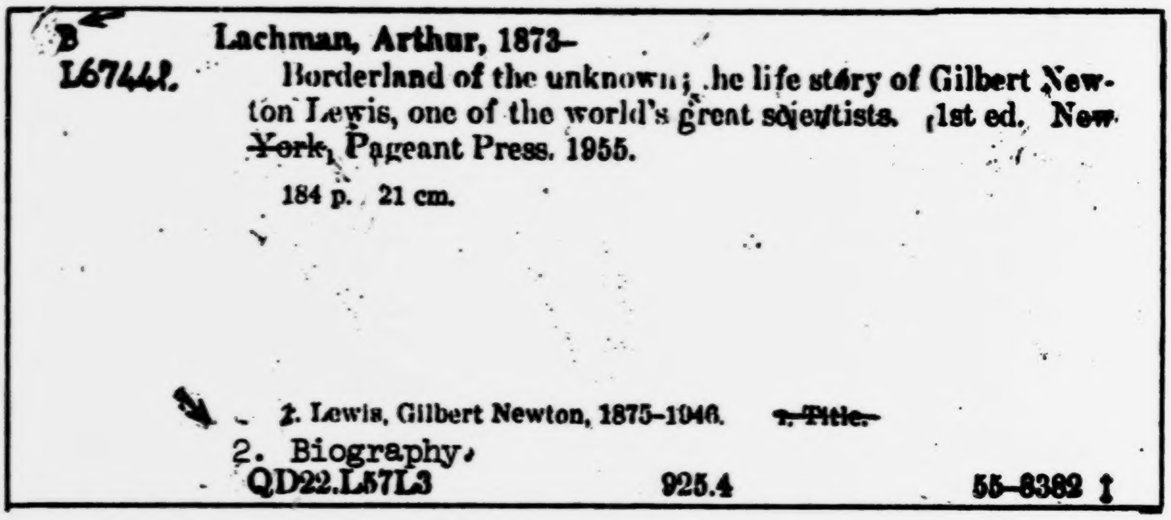
1. Artists. Correspondence, reminiscences, etc.

Calif.: au. cd.
1. Artists
2. Biography

i TYPE OF WORK (CONT.)

ib Individual Biography

EXAMPLE:



B
L67442.

Lachman, Arthur, 1873-

Borderland of the unknown; the life story of Gilbert Newton Lewis, one of the world's great scientists. [1st ed. ~~New York~~] Pageant Press. 1955.

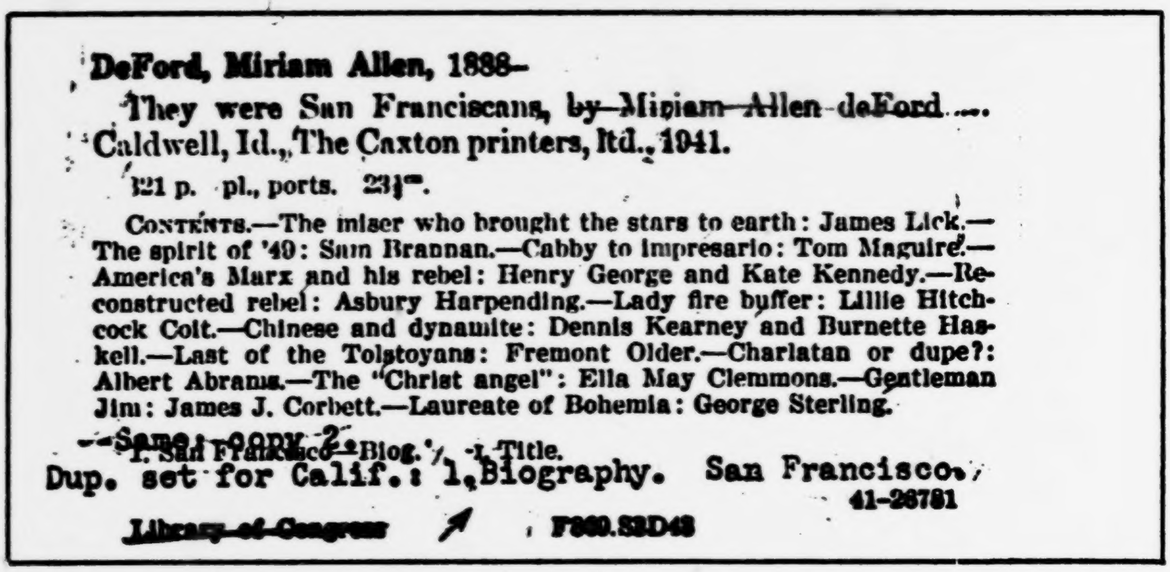
184 p. 21 cm.

1. Lewis, Gilbert Newton, 1875-1946. ~~I. Title.~~
2. Biography.

QD22.L57L3 925.4 55-8382

ic Collective Biography

EXAMPLE:



DeFord, Miriam Allen, 1888-

They were San Franciscans, ~~by Miriam Allen deFord~~ ... Caldwell, Id., The Caxton printers, ltd., 1941.

321 p. pl., ports. 23½cm.

CONTENTS.—The miser who brought the stars to earth: James Lick.—The spirit of '49: Sam Brannan.—Cabby to impresario: Tom Maguire.—America's Marx and his rebel: Henry George and Kate Kennedy.—Reconstructed rebel: Asbury Harpending.—Lady fire buffer: Lillie Hitchcock Colt.—Chinese and dynamite: Dennis Kearney and Burnette Haskell.—Last of the Tolstoyans: Fremont Older.—Charlatan or dupe?: Albert Abrams.—The "Christ angel": Ella May Clemmons.—Gentleman Jim: James J. Corbett.—Laureate of Bohemia: George Sterling.

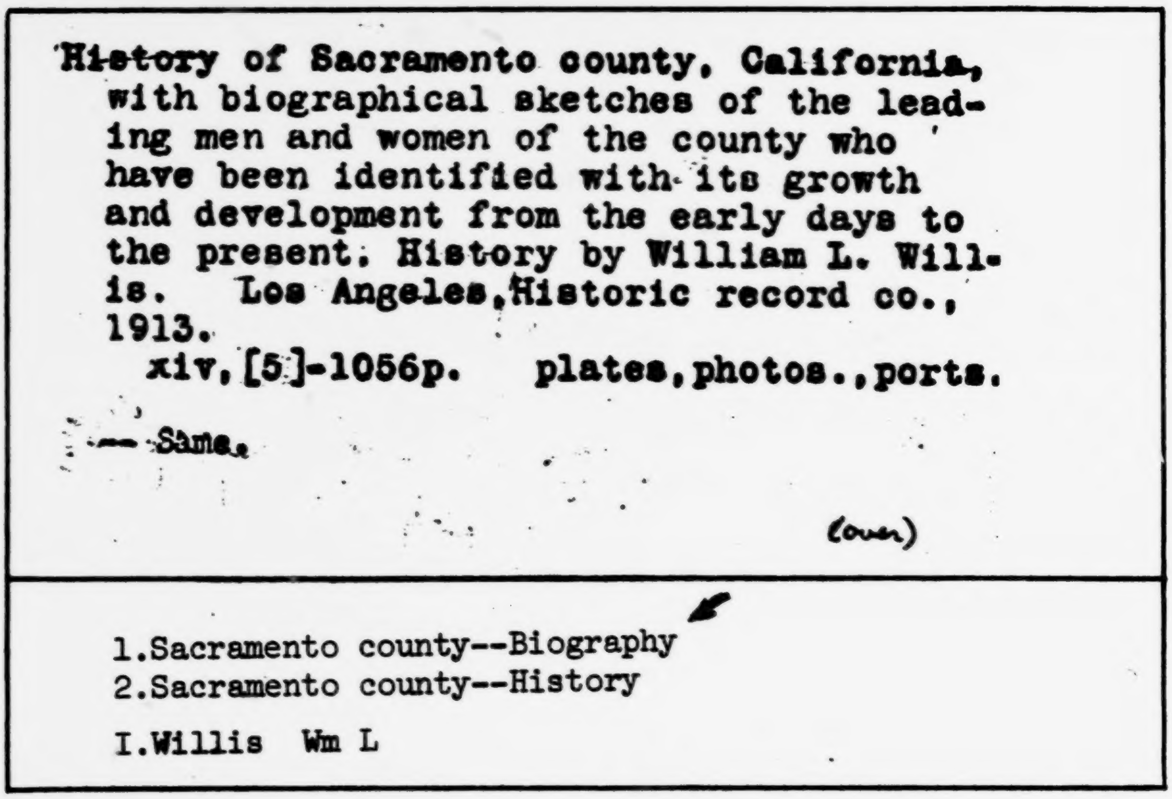
~~--Same: copy 2.~~

1. San Francisco—Biog. ~~I. Title.~~

Dup. set for Calif.: 1. Biography. San Francisco.

41-26781

~~Library of Congress~~ F869.S3D43



History of Sacramento county, California, with biographical sketches of the leading men and women of the county who have been identified with its growth and development from the early days to the present. History by William L. Willis. Los Angeles, Historic record co., 1913.

xiv, [5]-1056p. plates, photos., ports.

--- Same.

(over)

(verso)

1. Sacramento county--Biography
2. Sacramento county--History

I. Willis Wm L

id Juvenile

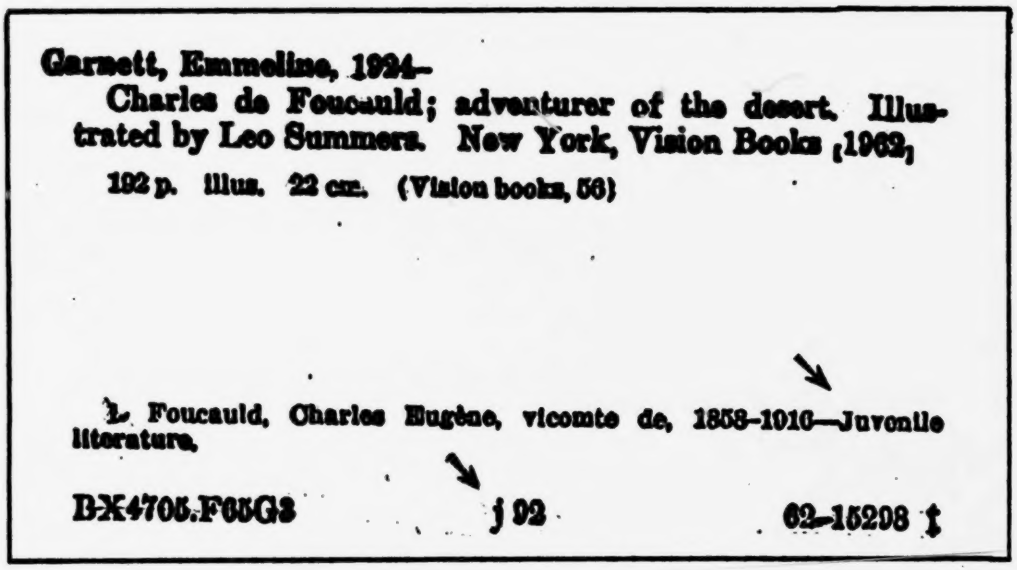
The following set of criteria will aid in identifying literature intended for juveniles:

1. The letter 'J' in conjunction with a DDC number assigned by LC.
2. The subdivision 'Juvenile literature' used with a subject heading in the tracings paragraph.
3. An LC classification number for works of juvenile fiction, i.e., PZ5-PZ10.7. (In this case the fiction box 'ie' should be checked also.)

NOTE: The 'AC' (Annotated Card Program) prefix to an LC card number will NOT be considered as an indicator of juvenile literature type of work. DO NOT check the 'id' box.

The Annotated Card Program includes young adult books and adult reference in addition to children's books.

EXAMPLE:



Garnett, Emmeline, 1924-
Charles de Foucauld; adventurer of the desert. Illustrated by Leo Summers. New York, Vision Books [1962]
192 p. illus. 22 cm. (Vision books, 56)

1. Foucauld, Charles Eugène, vicomte de, 1858-1916—Juvenile literature.

BX4705.F65G3 j 92 62-15298 ‡

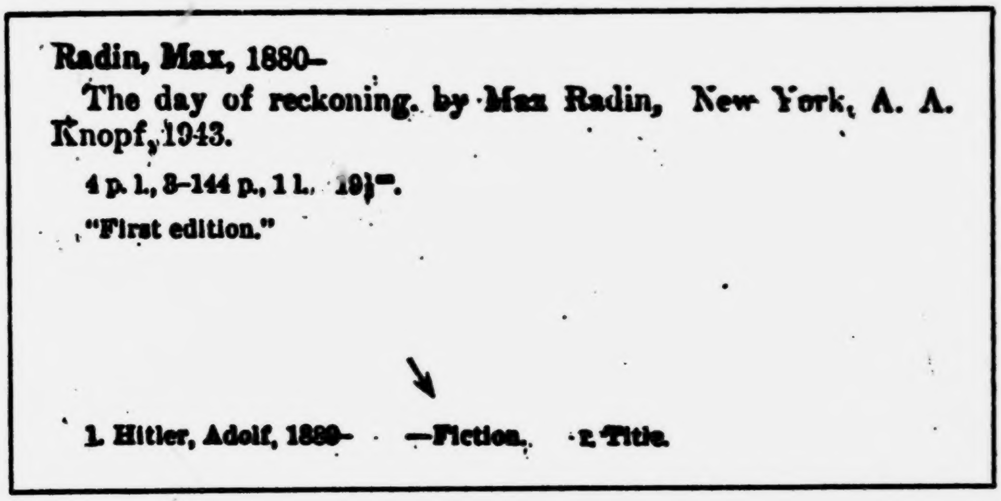
ie Fiction

The fact that a work is fiction may be indicated by:

1. The subdivision 'Fiction' used with a subject heading in the tracings paragraph.
2. Relevant phrases in the title or title page transcription. e.g., '...a novel'
3. Notes to that effect.
4. An LC classification number for works of juvenile fiction, i.e., PZ5-PZ10.7. (in this case the juvenile box 'id' should be checked also.)

i | TYPE OF WORK (CONT.)

EXAMPLE:



Radin, Max, 1880–

The day of reckoning, by Max Radin. New York, A. A. Knopf, 1943.

4 p. l., 3–144 p., 1 l. 19½ cm.

"First edition."

1. Hitler, Adolf, 1889– —Fiction. I. Title.

ja | SERIES TRACED SAME: AUTHOR-TITLE: TYPE CODES

DISCUSSION:

These two character alphabetic codes refer to the type of series added entry heading to be generated from the series note ONLY in the case of an author-title series traced same (coded '*a'. See p. 61.)

Each case of author-title series traced same receives a separate code.

There are three types of names in the author portion of the note. See the table p. 149.

In the table, the column on the left is used for cases in which the author portion of the note is spelled out, and the column on the right is used when the author portion is in the possessive case. In the latter case, refer to the main entry heading for the type of name.

The examples of entry types given under 'ua' Type of Main Entry are applicable here too, and pages 174 to 179 should be consulted.

INSTRUCTION:

Beginning with the first author-title series traced same note (coded '*a'), determine the type of name and enter the appropriate code, from the table, in the first box on the left in the first row (the 'ja' boxes) on the coding sheet.

If there is more than one author-title series traced same, enter the codes in the boxes one after another in the order that the notes appear on the card.

EXAMPLE:

NOTE: a X Nobel Conference, %b 1st, Gustavus Adolphus College, 1965. $ Proceedings, %v.3 X — TYPE CODE: fb

MAIN ENTRY: Mexico (City). Universidad Nacional.
HEADING: Instituto de Investigaciones Historicas.
NOTE: a %b X Its $ Serie de historia general, %v.5 X — TYPE CODE: cd

MAIN ENTRY: Garrido Atienza, Miguel.
HEADING: a %b X His $ Antiguallas granadinas X — TYPE CODE: pf

NOTE: a X U.S. %b Office of education. $ Bulletin, 1934, %no. 11 X — TYPE CODE: ca

ja | SERIES TRACED SAME AS NOTE: TYPE CODES

* * *

The following codes apply to the type of information found under **B-Field** code '*a'.

Note that there are TWO sets of applicable codes, depending on whether the full name of the author is repeated in the note.

* * *

PERSONAL NAME + SERIES TITLE:	Code Entered in 'ja' box:	Code Entered In 'ja' box for POSSESSIVE CASE:*
Single Surname	pa	pe
Multiple Surname	pb	pf
Forename	pc	pg
Family Name	pd	ph
CORPORATE NAME + SERIES TITLE:		
Place or Place + Name	ca	cd
Name (Direct Order)	cb	ce
Surname (Inverted)	cc	cf
CONFERENCE OR MEETING + SERIES TITLE:		
Place or Place + Name	fa	fd
Name (Direct Order)	fb	fe
Surname (Inverted)	fc	ff

---

*These codes are used when a possessive phrase has been substituted for the author's name, as in:

Her Brontë sources, 2
Its Publications in research and records
The Society's publications on Chaucer

jm | SUBJECT HEADINGS + SUBDIVISIONS: TYPE CODES

DISCUSSION:

These two character alphabetic codes refer to the type of subject heading and subject subdivision found in the tracings paragraph on the card and coded '*m', :e , :f , or :s (see pp. **84, 110, 111, 126**).

EACH subject heading and EACH subject subdivision receives a separate code.

There are nine type of subject heading codes and three type of subject subdivision codes. See the table p. **154**.

In general, the examples of entry types given under 'ua' Type of Main Entry are applicable also to types of subject entry, and pages **174-179** should be consulted.

Special definitions and further clarifications are:

HEADINGS:

1. Personal Name (type-code 'p')

   -Titles of books entered under personal author.

   Gide, Andre Paul Guillaume, 1869-1961. Prometheus misbound

2. Corporate Name (type-code 'c')

   Proper names, referring to groups or classes of people (not animals or things), authorized in the ALA or AA codes for use as non-subject entry headings (main or added entry), such as:

   -Names of organized bodies, established under their own names or under the political jurisdiction in which they are located or of which they are a part.

   International Federation of Library Associations

   New Hampshire. Agricultural Experiment Station

   New York (State) Governor, 1933-1942 (Lehman)

   -Names of political jurisdictions followed by form subheadings.

   Canada. Treaties, etc.

   New Orleans. Charters

   -Names of institutions which are used both for the institution and its physical plant.

   New York Hospital

   New York. Riverside church

   Monte Cassino (Monastery)

   -Names of ships and expeditions, when authorized for use as non-subject entry headings.

   Titanic (Steamship)

   Challenger Expedition, 1872-1876

-Names of firms.

Brockhaus (F.A.) (Firm) Wiesbaden

Schirmer (G.), inc.

-Names of denominations and religious orders entered under official names.

Benedictines

Catholic Church

and entered under conventional names, if authorized in the ALA or AA codes.

Protestant Episcopal Church in the U.S.

-Names of real groups of people or peoples when followed by a form subheading or the name of an organized body.

Hittites. Laws, statutes, etc.

Jews. Liturgy and ritual

Navajo Indians. Tribal Council

-Parks and installations owned or operated by governments.

Yellowstone National Park

Andrews Air Force Base

-Titles of books entered under corporate author.

For further clarification and examples, consult the ALA and AA rules.

3. Conference or Meeting (type-code 'f')
See examples. p. 175.

4. Uniform Title (type-code 'ua')

See examples, p. 175.

5. Book Title (type-code 'ba')

-Titles of books, movies, plays, art objects, etc: any entity literary or artistic endeavor which is NOT a uniform title.

NOTE: In the discussion of Main Entry and in the Type of Main Entry codes Book Title was subsumed under Uniform Title. For this code, however, it is useful to make the distinction.

6. Periodical Title (type-code 'sa')

See examples, p.175.

7. Topical (type-codes 'ta', 'tb')
(Use type-code 'tb' when any of the following types of heading are in the form: 'Place name. Topic.' e.g., 'Caracas. Bolivar Statue.' The heading must be in two parts, with a period after the place name for this code to apply. Otherwise use code 'ta')

- -General subject terms such as 'Dogs' or 'Chemistry' of the type authorized in the LC List of Subject Headings.
- -Systematic names of species, genera and families (as in botany and zoology).
- -Chemical Compounds.
- -Structures, e.g., bridges, canals, etc.
- -Names of individual animals, e.g. Lassie.
- -Names of mythological, legendary, Biblical, and imaginary characters.
- -Names of events, battles and holidays.
- -Most phrase-type subject headings.
- -Names of sub-nationalities.
- -Names of dynasties.
- -Names of real groups of people or peoples, standing alone or subject subdivided and not authorized in the codes as non-subject headings when standing by themselves.

8. Geographic Name (type-codes 'ga', 'gb')

(Use type-code 'gb' when any of the following types of heading are in the form: 'Place name. Geographic Name.' e.g. 'California. Lake Tahoe.' The Heading must be in two parts, with a period after the place name for this code to apply. Otherwise use code 'ga').

- -Natural features (e.g., bays, capes, rivers, mountains, deserts, etc.)
- -Geographical regions (e.g., names of continents, land masses, etc.)
- -Archeological sites.
- -Parks that are not government owned or operated.
- -Entities that are larger than a single structure, bridge, monument, etc., or larger than a single city, state, country, etc. e.g., 'New Guinea' because it covers more than one political jurisdiction.

9. Political Jurisdictions (type-code 'da')

- -Names which refer to recognized political units (e.g., countries, states, provinces, counties, districts, cities, towns, villages, etc.)

NOTE: Remember that all political jurisdictions subheaded by names of organized bodies are coded 'corporate.'

SUBDIVISIONS:

1. General (type-code 'wa')
   -All subdivisions other than by period or place.
2. Period (type-code 'xa')
   See Appendix, p. 190, for details and examples.
3. Place (type-code 'ya')
   -Both geographic and political place names.

INSTRUCTION:

Beginning with the FIRST subject heading (coded '*m', !e, !f, or !s) in the tracings paragraph, determine the type of subject heading and enter the appropriate code, from the table on p. 154, in the first box on the left in the third row (the 'jm' boxes.) If the subject heading has subdivisions, enter the codes for each of these in the succeeding boxes. Then proceed to enter codes for each subject heading.

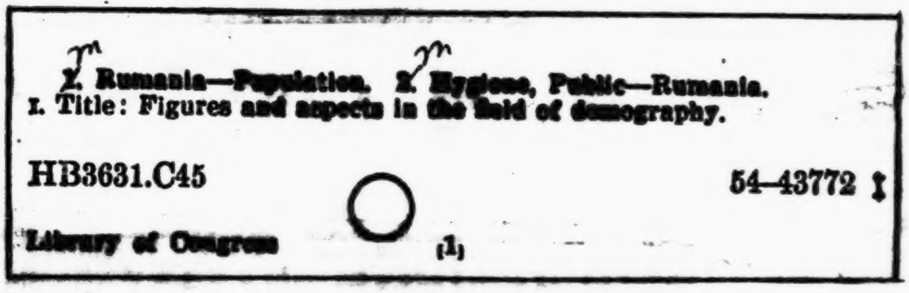
EACH subject heading and EACH subdivision code is entered in a separate box.

Be sure to follow the order of the subject headings on the card; the order of the codes in the 'jm' boxes must correspond exactly to the order of the subject headings and subdivisions on the card.

If there are not enough boxes printed on the card, continue the codes in the margin, drawing boxes to contain them.

Remember that subject headings are identifiable by the Arabic numerals preceeding them; subdivisions are preceeded by two hyphens or an em-dash.

EXAMPLE:

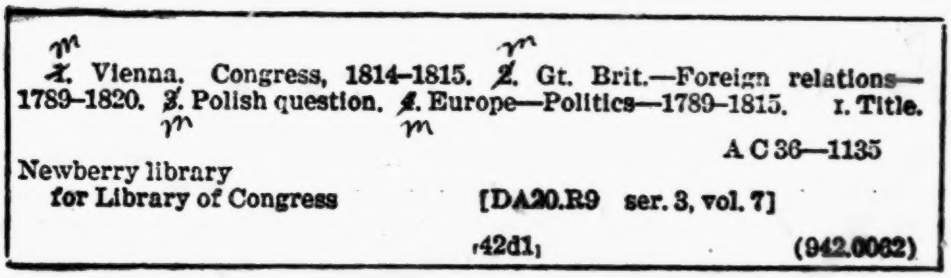


*m ~~1~~. Rumania—Population. *m ~~2~~. Hygiene, Public—Rumania.
I. Title: Figures and aspects in the field of demography.

HB3631.C45 54-43772

Library of Congress [1]

Subject headings and subdivisions	jm	da	wa	ta	ya					



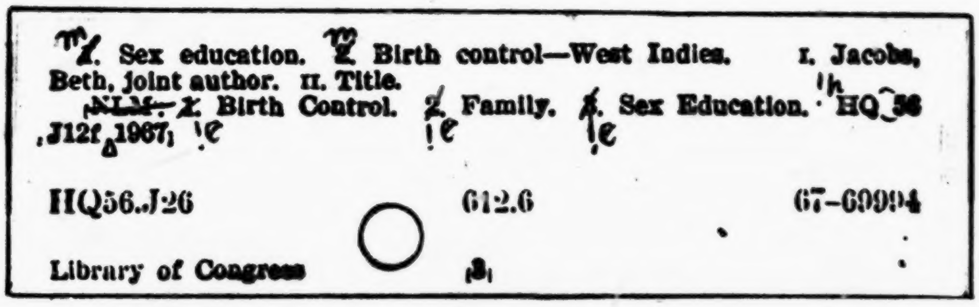
*m ~~1~~. Vienna. Congress, 1814-1815. *m ~~2~~. Gt. Brit.—Foreign relations—1789-1820. *m ~~3~~. Polish question. *m ~~4~~. Europe—Politics—1789-1815. I. Title.

A C 36—1135

Newberry library
for Library of Congress [DA20.R9 ser. 3, vol. 7]

[42d1] (942.0062)

Subject headings and subdivisions	jm	fa	da	wa	xa	ta	ga	wa	xa	



*m ~~1~~. Sex education. *m ~~2~~. Birth control—West Indies. I. Jacobs, Beth, joint author. II. Title.
~~NLM:~~ ~~1~~. Birth Control. ~~2~~. Family. ~~3~~. Sex Education. !h HQ 56 J12f 1967 !e !e !e

HQ56.J26 612.6 67-69994

Library of Congress [3]

Subject headings and subdivisions	jm	ta	ta	ya	ta	ta	ta			

jm | SUBJECT HEADINGS + SUBDIVISIONS: TYPE CODES

* * *

The following codes apply to the type of information found under B-Field codes '*m', !e , !f , or !s .

* * *

		Code Entered in 'jm' box:
PERSONAL NAME		
	Single Surname	pa
	Multiple Surname	pb
	Forename	pc
	Family Name	pd
CORPORATE NAME:		
	Place or Place + Name	ca
	Name (Direct Order)	cb
	Surname (Inverted)	cc
CONFERENCE OR MEETING:		
	Place or Place + Name	fa
	Name (Direct Order)	fb
	Surname (Inverted)	fc
UNIFORM TITLE		ua
BOOK TITLE		ba
PERIODICAL TITLE		sa
TOPICAL HEADING		ta
	Topical heading entered under place	tb
GEOGRAPHIC NAMES		ga
	Geographic name entered under place	gb
POLITICAL JURISDICTIONS		da
SUBDIVISIONS:	General	wa
(These always accompany one of the above subj. headings)	Period	xa
	Place	ya

jq | NON-SUBJECT/NON-SERIES ADDED ENTRY HEADINGS: TYPE CODES

DISCUSSION:

These two character alphabetic codes refer to the type of added entry heading found in the tracings paragraph on the card and coded '*q' (see p. 89).

EACH non-subject/non-series added entry heading receives a separate code.

In general, the examples of entry types given under code 'ua' Type of Main Entry and under code 'jm' LC Subject Headings and Subdivisions: Type Codes are applicable also to this type of entry, and pages 174 to 179 and 150-152 should be consulted.*

There are seven types of non-subject/non-series heading codes. See the table p. 160.

Each of these types of heading can play certain roles in relation to the work cataloged; it is these roles (Alternate entry, Connecting entry and Analytic entry), as well as the type of heading, that the editor must distinguish and that the type-codes record.

The following discussion on the role aspect is best structured by a division of the seven types of code into two basic types:

1. Names
    a. Name only
    b. Name + Title
2. Titles

For card examples, see the Appendix, pp. 191-199.

ROLE ASPECT OF THE TYPE CODES

I. Names

These are basically AUTHOR and AUTHOR-TITLE added entries. The editor must find (in the table, p. 160) the code corresponding both to the proper type of name (personal, corporate, etc.) and to the role played by the name in the particular added entry heading on the card.

Alternate Name Added Entry.

This kind of added entry is made for persons, corporate bodies, and proper names not capable of authorship, who are, or may be regarded as, responsible for the basic intellectual content of the work.

---

*Note: The examples given in code 'jm' LC Subject Headings + Subdivisions: Type Codes under '8.Topical,' fall under 'Proper Name Not Capable of Authorship' in the types of Non-Subject/Non-Series Added Entry Headings.

ROLE ASPECT OF THE TYPE CODES (CONT.)

The general types of headings for added entries which belong in the 'Alternate' name category are:

- Added entries for joint author and joint compiler, whether or not an explicit relator is added to the name.
- 'Supposed author', etc., added entries; pseudonyms, etc.
- Most corporate name added entries, which bear a clear authorship, sponsorship, or contributory relationship to the work.
- Added entries for biographies, correspondents, and writers of diaries and letters.
- Those entries most likely to be thought of as a partial, sponsoring, or contributing author to the work as a whole. This would include illustrators who contribute substantially to a publication which is largely illustrative material.
- Personal and corporate added entries with legal designations such as 'defendant.'
- Added entries for proper names not capable of authorship.
- 'Editor' added entries for records where the main entry is not a personal name, e.g., the editor of a collection of articles by many authors.

Note that tracings to which the 'Alternate' role is assigned cannot take the form AUTHOR + TITLE. The only form allowed is NAME-only. (That is, all 'Alternate' name added entries take the form NAME-only; but--not all NAME-only added entries are 'Alternate.')

Connecting Name Added Entry.

The 'Connecting' role should be assigned to a name when it is an added entry of the general type; that is, it is not likely to be thought of as an author by the reader, or should not be thought of as having an authorship relation, in the technical sense, to the work cataloged. This category is a kind of catch-all, aside from the specific types of names and relationships enumerated below.

The general types of headings in the 'Connecting' category are:

- Illustrators, translators, and arrangers, whether or not an explicit relator is added after the name.
- 'Editors' when the main entry is a personal name, suggesting that the name in the added entry was responsible for the appearance of the work, usually a literary classic, entered under the name in the main entry heading.
- People who write introductions to or commentaries on works written by others. This includes writers of scholia.

Connecting Name Added Entry (cont.).

-Added entries for people to whom festschrifts are addressed.

-Added entry for name of a person whose personal library has been cataloged and the main entry is for the name of the collection of his books (an 'Alternative' added entry is given for the compiler of the catalog if not the same person as the original owner of the books.)

-Added entries for the name of a library or museum together with the name of a manuscript collection.

-Added entries which serve as analytical entries (NAME-only) for a part of a work not warranting or not having a distinctive title.

Analytic Author + Title Form Added Entry.

These entries are made for works included in the main work; the tracing is of the AUTHOR-TITLE form. (Author analytic added entries which do not include the title portion, are assigned the 'Connecting' entry type-code.)

Do NOT confuse this case with B-Field code '*g', for 'In Analytic' notes, see p. 78.

II. Titles.

When the title added entry is traced in a form different from that in the Short Title, the tracing will appear as:

III. Title: Index of industrial production.

In this case, delete only the word 'Title:'. (Roman numerals are deleted from all added entry tracings.) Be aware, however, of cases in which the tracing appears without the word 'Title:'; it may be that such a tracing is in fact of this sort and should be treated accordingly.

Alternate Title Added Entry

Title added entries that receive this code are those which are made as alternatives to the actual title of the book being cataloged. Such added entries occur infrequently on LC cards in present practice.

Cases in which a title added entry specified on the card in the form 'Title:...' are to be assigned the 'alternate' code include:

-the appearance of the title in more than one language

-those cases in which some element at the beginning of the title is omitted because it is essentially a modification of the basic title.

Alternate Title Added Entry (cont.)

Examples:

Tokioka, Takashi.
 Ascidians of Sagami Bay. . .

k English and Japanese; Japanese title (transliterated):
Sagami-wan-san kaisho-rui zufu.

. . . ~~III. Title~~ ~~IV. Title:~~ qb Sagami-wan-san kaisho-rui-zufu.

TYPE-CODE: ba

Canada. Bureau of statistics.
 Revised index of industrial production. . .

~~I. Title:~~ qb Index of industrial production.

TYPE-CODE: ba

IRREGULARITY/EXCEPTION

On older cards, alternate titles occurred more frequently - often in the form of permuted titles, as in the following example:

Curtis, Harvey Lincoln.
 An absolute determination of the ohm...
↗
 ... III. Title. IV. Title: The ohm, an absolute
determination of. ↗

When such permuted titles appear, delete them.

Connecting Title Added Entry.

This code will be used in circumstances where a title added entry on a catalog is:

-for a work, entered under title, to which the present main entry is a supplement, continuation, etc.

-for a periodical which is a 'joint author' of the main entry in question.

-for a work, entered under title, from which the present main entry is extracted.

Examples of each case follow:

Benson, William George, 1850-1919
 More shenanigans in New York--a supplement to
the anonymous "Shenanigans of New York politicians".

~~I. Title~~ ~~II. Title:~~ qb Shenanigans of New York politicians.

TYPE-CODE: bb

Connecting Title Added Entry. (cont.)

Slocum, Francis, 1894-
Toys for Christmas; prepared by Francis Slocum
and the editors of Child Live magazine.

~~I. Title.~~ ~~II. Title:~~ q Child Life magazine.
0

TYPE-CODE: sb

Morrison, Charles Bellamy.
Florida in transition; essays on the Sunshine
state--its politics, its climate, its economy, its
people. . .
k "These articles. . .originally appeared in
Holiday magazine, January through April 1963."

~~I. Title.~~ ~~II. Title:~~ qHoliday.
0

TYPE-CODE: sb

Analytic Title Added Entry.

An analytic title added entry is a title added entry made for a part of a work, or a whole work included within another work. It is 'analytic' because it reveals the contents of a part of a publication.

jq NON-SUBJECT/NON-SERIES ADDED ENTRIES: TYPE CODES

* * *

The following codes apply to the type of information found under B-Field code '*q'.

* * *

	CODE ENTERED IN 'jq' BOX:		
PERSONAL NAME:	Alternate	Connecting	Analytic
Single Surname	pa	pe	pi
Multiple Surname	pb	pf	pj
Forename	pc	pg	pk
Family Name	pd	ph	pm
CORPORATE NAME:			
Place or Place + Name	ca	cd	cg
Name (Direct Order)	cb	ce	ch
Surname (Inverted)	cc	cf	ci
CONFERENCE OR MEETING:			
Place or Place + Name	fa	fd	fg
Name (Direct Order)	fb	fe	fh
Surname (Inverted)	fc	ff	fi
PROPER NAME NOT CAPABLE OF AUTHORSHIP	na	nc	ne
Place + Name	nb	nd	nf
UNIFORM TITLE	ua	ub	uc
BOOK TITLE	ba	bb	bc
PERIODICAL TITLE	sa	sb	sc

jr | SERIES TRACED DIFFERENTLY: TYPE CODES

DISCUSSION:

These two character alphabetic codes refer to the type of series added entry heading found in the tracings paragraph on the card in the form '(series:....)' and coded '*r' (see p. 91.)

Each series tracing of this form receives a separate code.

When the heading is of the form 'Author. Title' there are three types of names to be distinguished. There is only one code for headings of the form 'Title'. See the table p. 162.

The examples of entry types given under 'ua' Type of Main Entry are applicable here too, and pages 174 to 179 should be consulted.

INSTRUCTION:

Beginning with the first series traced differently tracing (coded '*r'), determine the type of heading and enter the appropriate code, from the table, in the first box on the left in the second row (the 'jr' boxes) on the coding sheet.

If there is more than one series traced differently, enter the codes in the boxes one after another in the order that the tracings appear on the card.

REMEMBER: The code entered in the 'jr' box refers to the series TRACING and not the series note.

jr SERIES TRACED DIFFERENTLY: TYPE CODES

* * *

The following codes apply to the type of information found under B-Field code '*r'.

* * *

	Code Entered in 'jr' box:
PERSONAL NAME + SERIES TITLE:	
Single Surname	pa
Multiple Surname	pb
Forename	pc
Family Name	pd
CORPORATE NAME + SERIES TITLE:	
Place or Place + Name	ca
Name (Direct Order)	cb
Surname (Inverted)	cc
CONFERENCE OR MEETING + SERIES TITLE:	
Place or Place + Name	fa
Name (Direct Order)	fb
Surname (Inverted)	fc
SERIES TITLE	sa

k | GOVERNMENT PUBLICATION

DISCUSSION:

These codes record the fact that the work on the catalog card is the publication of a certain type or level of government entity which issued or sponsored the publication.

The options and the associated codes are:

ka	U. S. Federal Government
kb	California state government
kc	A California county or municipal government
kd	An international governmental agency or body, such as the United Nations, International Monetary Fund, or other supra-national entity of a governmental or quasi-governmental nature.
ke	All other governmental documents that do not fit under one of the above, such as documents from states other than California, documents from other nations, etc.

LOCATION:

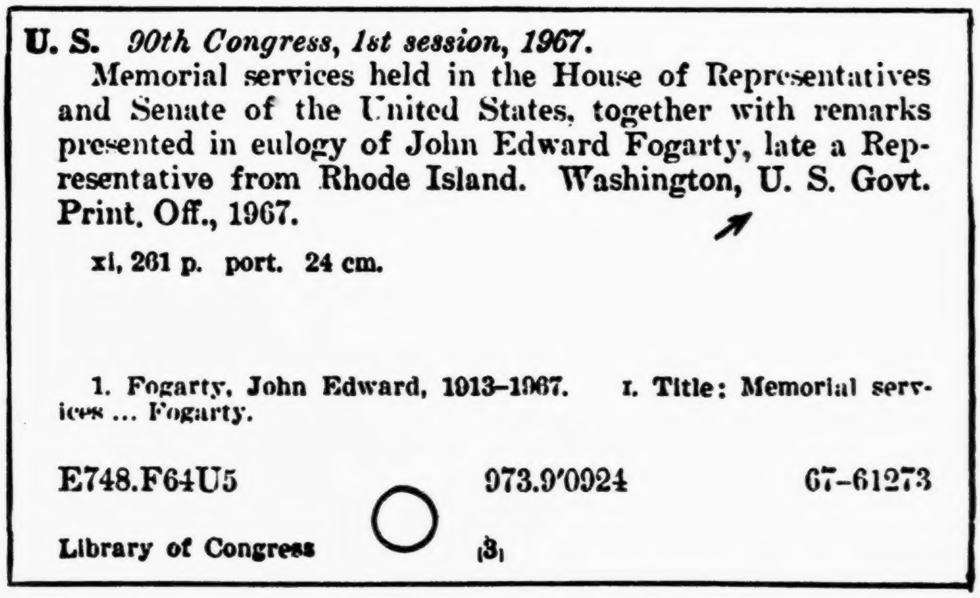
Indication that a work is a government publication is usually found either in the author or title statements or in the publisher field. A note may contain such information. Thus the editor must scan the entire card.

INSTRUCTION:

Check the appropriate 'k' code box. Only one option may be checked for each work.

When there is doubt about whether a given body or agency's publications should be regarded as government publication, refer to the appropriate reference tool, e.g., the U. S. Government Organization Manual.

EXAMPLE:



U. S. *90th Congress, 1st session, 1967.*
Memorial services held in the House of Representatives and Senate of the United States, together with remarks presented in eulogy of John Edward Fogarty, late a Representative from Rhode Island. Washington, U. S. Govt. Print. Off., 1967.

xi, 261 p. port. 24 cm.

1. Fogarty, John Edward, 1913–1967. I. Title: Memorial services ... Fogarty.

E748.F64U5 973.9'0924 67-61273

Library of Congress [3]

ma | CONFERENCE PUBLICATION

DISCUSSION:

This code applies to a work that contains the proceedings, reports or summaries of a conference, meeting, symposium, colloquium, seminar, etc., of any kind.

A series of lectures is NOT considered a conference publication, but rather a corporate body.

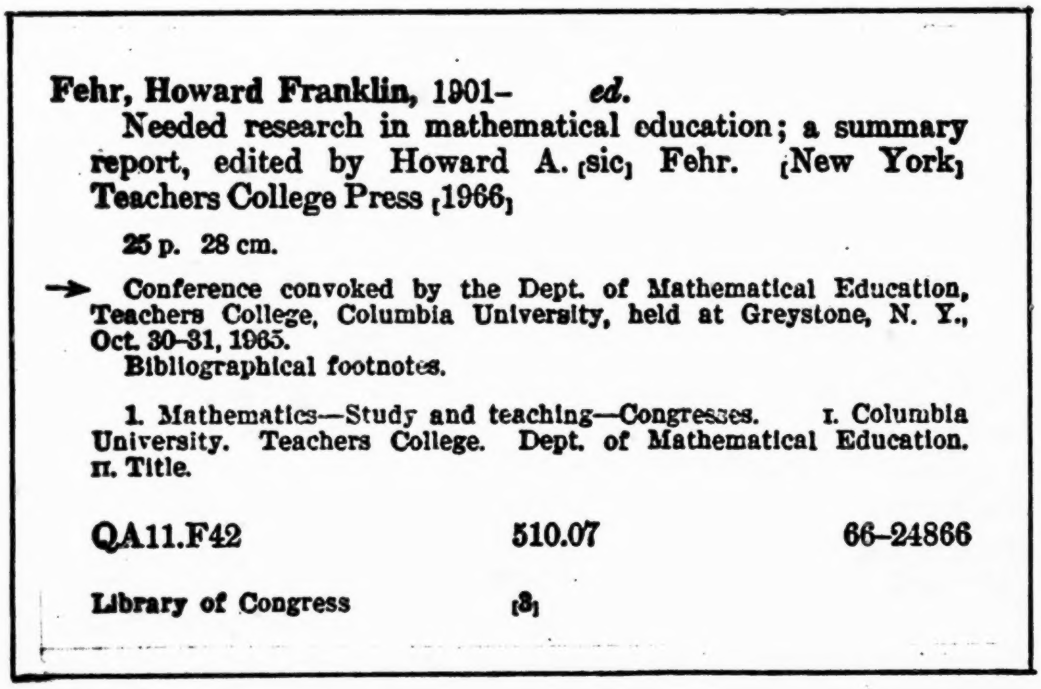
LOCATION:

Evidence that a work is a conference publication may be anywhere on the card: main entry, title statement, series note, contents note, etc. THE EDITOR MUST SCAN THE ENTIRE CARD FOR THIS INFORMATION.

INSTRUCTION:

Check the 'ma' box.

EXAMPLE:



Fehr, Howard Franklin, 1901- *ed.*

Needed research in mathematical education; a summary report, edited by Howard A. ₍sic₎ Fehr. ₍New York₎ Teachers College Press ₍1966₎

25 p. 28 cm.

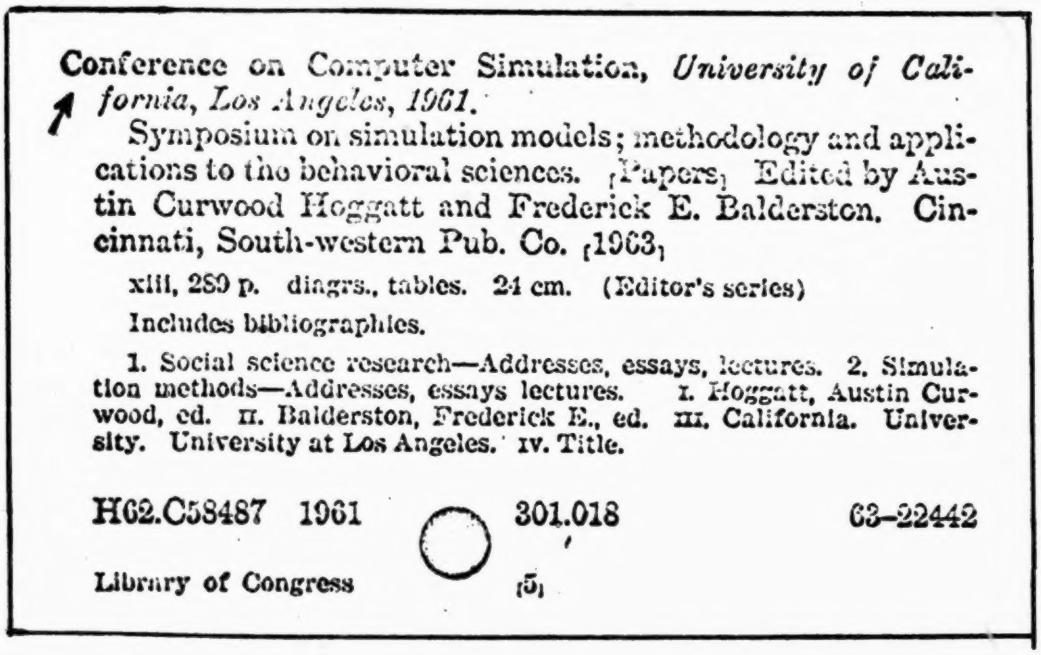
Conference convoked by the Dept. of Mathematical Education, Teachers College, Columbia University, held at Greystone, N. Y., Oct. 30-31, 1965.

Bibliographical footnotes.

1. Mathematics—Study and teaching—Congresses. I. Columbia University. Teachers College. Dept. of Mathematical Education. II. Title.

QA11.F42 510.07 66-24866

Library of Congress ₍3₎



Conference on Computer Simulation, *University of California, Los Angeles, 1961.*

Symposium on simulation models; methodology and applications to the behavioral sciences. ₍Papers₎ Edited by Austin Curwood Hoggatt and Frederick E. Balderston. Cincinnati, South-western Pub. Co. ₍1963₎

xiii, 289 p. diagrs., tables. 24 cm. (Editor's series)

Includes bibliographies.

1. Social science research—Addresses, essays, lectures. 2. Simulation methods—Addresses, essays lectures. I. Hoggatt, Austin Curwood, ed. II. Balderston, Frederick E., ed. III. California. University. University at Los Angeles. IV. Title.

H62.C58487 1961 301.018 63-22442

Library of Congress ₍5₎

na RECORD CONTAINS UNKEYABLE DATA

DISCUSSION:

This code will be checked if the card contains characters or symbols that could not be keypunched, e.g., printers' marks, unusual mathematical symbols, non-Roman alphabet characters.

(This assumes that the major portion of the card is in the Roman alphabet and that the unkeyable data is minimal. If the record has much unkeyable data, so that the entry is difficult to understand, return the coding sheet to the supervisor; do not attempt to code it.)

The following characters can be handled by the keypunch machine and should never result in the 'na' code being checked:

- the 26 letters of the alphabet, in both upper and lower case;
- the 10 numeric digits;
- normal marks of punctuation (including brackets);
- all the symbols used as codes and delimiters;
- 'equals', 'plus' and 'minus' signs;
- 'and' sign;
- 'cent' sign.

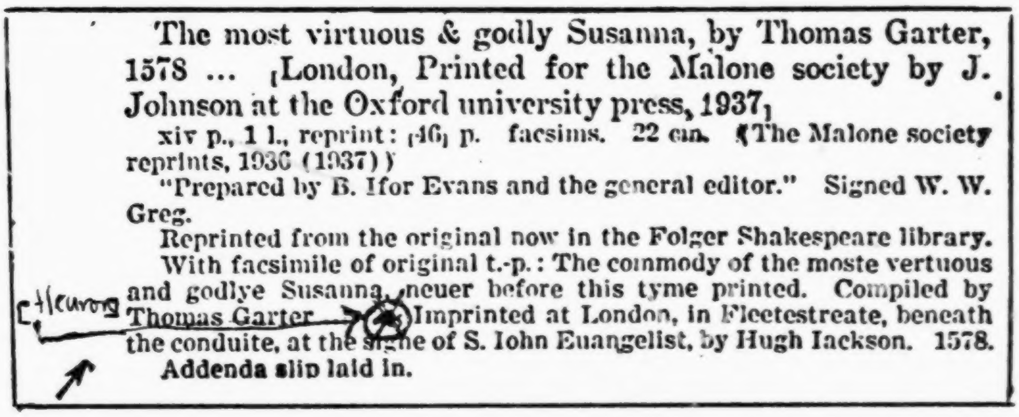
LOCATION:

Such symbols may occur in any position on the card.

INSTRUCTION:

Romanize non-Roman alphabet characters when possible. For other unusual symbols, describe or name them in brackets as briefly as possible. Delete the symbol or characters, and check the 'na' box.

EXAMPLE:



The most virtuous & godly Susanna, by Thomas Garter, 1578 ... [London, Printed for the Malone society by J. Johnson at the Oxford university press, 1937]

xiv p., 1 l., reprint: [46] p. facsims. 22 cm. (The Malone society reprints, 1936 (1937))

"Prepared by B. Ifor Evans and the general editor." Signed W. W. Greg.

Reprinted from the original now in the Folger Shakespeare library.

With facsimile of original t.-p.: The commody of the moste vertuous and godlye Susanna, neuer before this tyme printed. Compiled by Thomas Garter ~~❦~~ Imprinted at London, in Fleetestreate, beneath the conduite, at the signe of S. Iohn Euangelist, by Hugh Iackson. 1578.

Addenda slip laid in.

[fleuron

A study of ~~π~~ functions... [pi-sign]

NOTE: When the system is enlarged to handle the conversion of non-Roman alphabet materials it may be reasonable to provide for the unkeyable data in a more sophisticated manner, such as assigning a particular code for each unkeyable symbol, at that time.

qa | CANCEL TITLE ADDED ENTRY TRACED THE SAME AS SHORT TITLE

DISCUSSION:

A title added entry will be made automatically for every work that is NOT entered as title main entry. The effect of this code is to cancel this automatic entry heading where the added entry is not desired.

The decision of whether or not to check this code is made by the editor, regardless of what the tracings on the card may indicate.

NOTE: Compare this code with the 'ra' code - 'Catalog card lacks title traced the same as short title.' The two codes are independent and serve different purposes. The 'ra' code records only what is on the card and reflects the policy followed for a dictionary catalog. The 'qa' code involves a decision by the editor according to directions in this section, which will result in the more liberal provision of entries for a divided catalog.

INSTRUCTION:

Title added entries will be made generously to insure the ready finding of a work, but check the 'qa' code box to cancel the title added entry for works with non-distinctive titles that are incomplete or meaningless without their authors' names, such as: 'Collected Works', 'Autobiography', 'Letters', 'Memoirs', 'Bulletin', 'Proceedings', 'Report', 'Symphony', etc. unless they are published anonymously.

That is, in general, works for which an added entry the same as the short title would not provide a distinctive or distinguishable entry heading.

NOTE: These provisions hold also for non-distinctive titles in languages other than English, if the editor can easily recognize the non-distinctive word or phrase.

EXAMPLE:

→ /Plays: The silver box; Joy; Strife;
by John Galsworthy.

(Analytical added entries will be made for the names of the individual plays; e.g., tracings: I. The Silver box. II. Joy. III. Strife.)

/**James, Henry.**
→ /Notebooks.

/**Camus, Albert.**
→ /Essais.

ra | CARD LACKS TITLE TRACED THE SAME AS SHORT TITLE

DISCUSSION:

The effect of this code is to record the fact that the card either does not have a title tracing in the same form as the short title, or such a tracing (on an LC printed card) has been crossed out by the library. The intent is to code the card as it is after adapting. (The tracing always takes the form of a Roman number followed by the word 'Title.')

NOTE: Compare this code with the 'qa' code - 'Cancel title added entry traced the same as short title.' The two codes serve different purposes. The 'ra' code records only what is on the card (after adapting by the library, in the case of LC printed cards) and reflects the policy of the cataloging library. The 'qa' code involves a decision by the editor following a policy designed for divided catalogs.

LOCATION:

The crossed out tracing is found in the lower part of the card, in the tracing position. Absence of the tracing is ascertained by looking at this position.

INSTRUCTION:

If the card lacks the title tracing, or the tracing has been crossed out, check the 'ra' code box on the coding sheet.

NOTE: This code concerns only the lack of a title traced the same as the short title. For tracings of the form: 'I. Title:...' (i.e., alternate title), see instructions under '*q' - ADDED ENTRIES - NON-SERIES/NON-SUBJECT - Title.

sa | LANGUAGE

DISCUSSION:

This field serves to record the languages of the text and, if the work is a translation, the language of the original work.

The language of the work may be discerned from various sources: recognition by the editor of the language of the title page transcription, a note stating the language of the work, inference drawn from the place of publication, etc. The editor must sometimes make inferences and educated guesses, but if there is a real question as to the language of the text, the 'unknown' code should be used.

Entries in this box are made in the form of three character alphabetic language codes, from the list on p. 174. The source of these codes is the LC MARC Pilot Project: Language Code List, which should be consulted for codes for languages not included in the abbreviated list.

INSTRUCTION:

Write the codes in the 'sa' box in a continuous string of lower case letters from the authorized code list, p. 174. If the work can be described by a single language code, write this code in the box, EXCEPT if the work is in English.

If the work is in English and only English, and is not a translation, leave the 'sa' box blank; this option is set by default.

For multi-lingual works, write the language codes in the box in the order of their predominance in the text. If no language is predominant, record the codes in alphabetical order. If there is not room in the box, continue the code string into the margin.

If the work includes summaries in languages other than that of the text, record the languages of the text, then insert a percent sign delimiter (%) and record the languages of the summaries in alphabetical order.

When a work is a translation, record the languages in the following order:

1. language of the work represented on the catalog card
2. language from which it was translated
3. original language of the text

In the majority of cases, (2) and (3) will be the same language, and only two codes will be recorded. Remember to check the 'ta' code: Translation.

If you cannot identify the language of the work, or there is indication that the work is a translation but the original language is not named, use the code 'unk'. If the 'ta' code is checked there should be at least two language codes entered in the 'sa' box, even if one is 'unk'.

EXAMPLE:

Text is in English, with associated Russian, French and German summaries. Not a translation.

HOW TO FILL IN CODING SHEET:

sa	eng%fregerrus	%
ta		

Text is in English, and is a translation from the French.	sa engfre % ta ✓
Text is in English, and is a translation from a German text which was originally published in Swedish.	sa enggerswe % ta ✓
Text is in English and is not a translation.	sa % ta
Text is a German-Latin dictionary.	sa gerlat % ta

LANGUAGE CODES

LANGUAGE	CODE
Arabic	ara
Anglo Saxon	anx
Catalan	cat
Chinese	chi
Czech	che
Danish	dan
Dutch	dut
English	eng
Middle English	enm
Old English	eno
Finnish	fin
French	fre
Old French	fro
German	ger
Greek (Classical)	grc
Greek (Modern)	gre
Hebrew (Modern)	heb
Hungarian	hun
Icelandic	ice
Italian	ita
Japanese	jap
Korean	kor
Latin	lat
Norwegian (Landsmaal)	non
Norwegian (Riksmaal)	nor
Polish	pls
Portuguese	por
Rumanian	rum
Russian	rus
Sanskrit	san
Spanish	spa
Swedish	swe
Turkish	tur
Yiddish	yid
Unknown or Unidentifiable	unk

For complete list of language codes, see Library of Congress, MARC PILOT PROJECT: Language Code. Feb. 10, 1967.

ta | TRANSLATION

DISCUSSION:

This code will apply when it can be determined from the card that the work cataloged is a translation of another work, originally published in another language.

This code does NOT apply to a work that is not itself a translation but merely contains translations. For example, a book published originally in English on the subject of Greek lyric poetry, including excerpts of Greek lyrics translated into English would NOT get the 'ta' code.

Bilingual or multilingual dictionaries are NOT considered translations.

Works with parallel texts, and works containing both a complete text and a complete translation of the text are considered translations.

LOCATION:

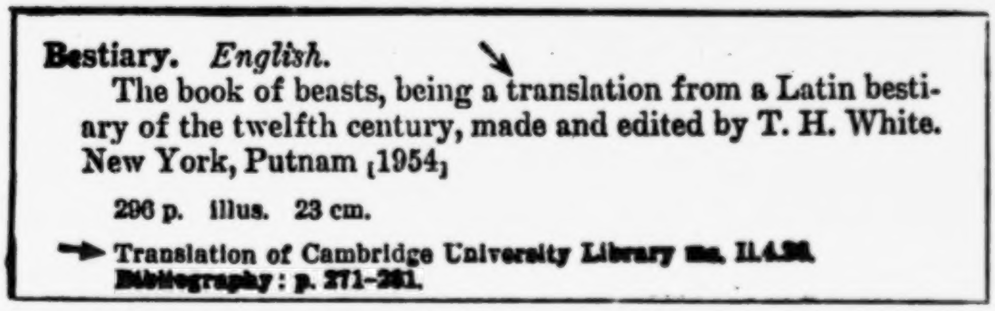
Evidence that a work is a translation, if not found in the title page transcription, is frequently found in the notes.

INSTRUCTION:

Check the 'ta' code and write the appropriate language codes in the 'sa' box (see p. 170). There must be at least two codes entered in the box.

EXAMPLE:

HOW TO FILL IN CODING SHEET:



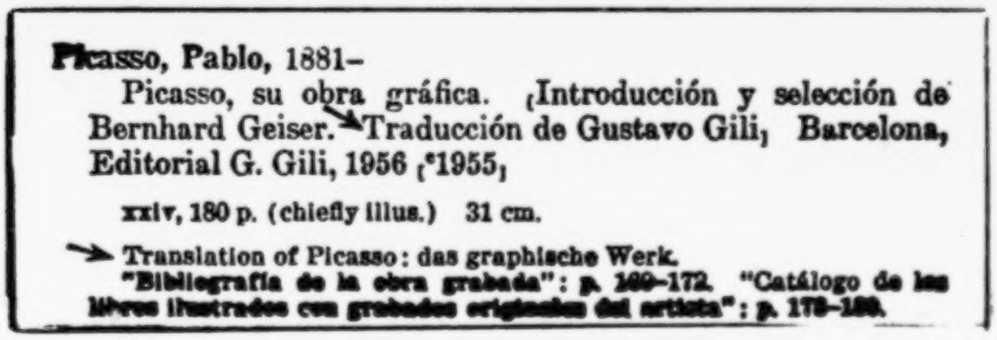
Bestiary. *English.*
The book of beasts, being a translation from a Latin bestiary of the twelfth century, made and edited by T. H. White. New York, Putnam ₍1954₎

296 p. illus. 23 cm.

→ Translation of Cambridge University Library ms. Ii.4.26.
Bibliography: p. 271-281.

sa englat %

ta ✓



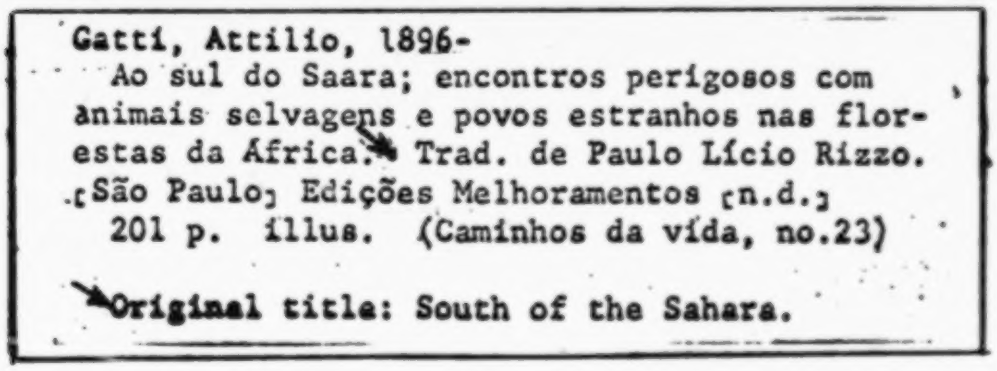
Picasso, Pablo, 1881–
Picasso, su obra gráfica. ₍Introducción y selección de Bernhard Geiser. Traducción de Gustavo Gili₎ Barcelona, Editorial G. Gili, 1956 ₍°1955₎

xxiv, 180 p. (chiefly illus.) 31 cm.

→ Translation of Picasso: das graphische Werk.
"Bibliografía de la obra grabada": p. 169-172. "Catálogo de los libros ilustrados con grabados originales del artista": p. 173-180.

sa spager %

ta ✓

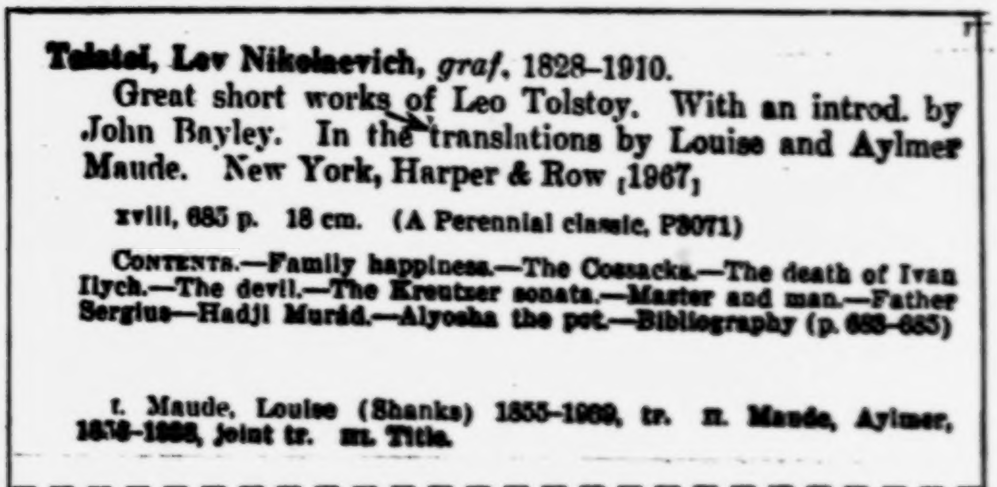


Gatti, Attilio, 1896-
Ao sul do Saara; encontros perigosos com animais selvagens e povos estranhos nas florestas da África. Trad. de Paulo Lício Rizzo. ₍São Paulo₎ Ediçöes Melhoramentos ₍n.d.₎
201 p. illus. (Caminhos da vida, no.23)

Original title: South of the Sahara.

sa poreng %

ta ✓



Tolstoi, Lev Nikolaevich, *graf*, 1828–1910.
Great short works of Leo Tolstoy. With an introd. by John Bayley. In the translations by Louise and Aylmer Maude. New York, Harper & Row [1967]

xviii, 685 p. 18 cm. (A Perennial classic, P3071)

CONTENTS.—Family happiness.—The Cossacks.—The death of Ivan Ilych.—The devil.—The Kreutzer sonata.—Master and man.—Father Sergius—Hadji Murád.—Alyosha the pot.—Bibliography (p. 683–685)

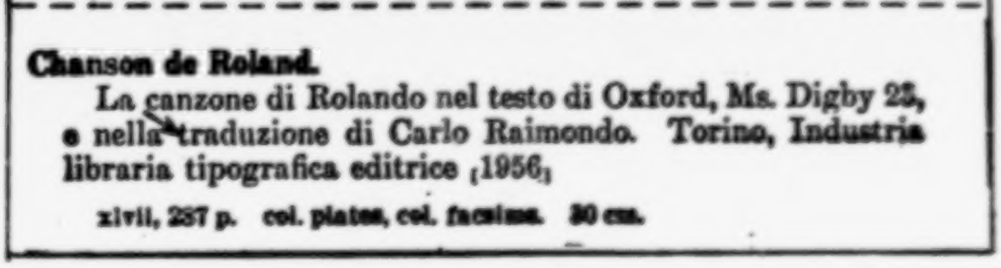
I. Maude, Louise (Shanks) 1855–1939, tr. II. Maude, Aylmer, 1858–1938, joint tr. III. Title.

sa | engrus | %

ta | ✓

In the above example the fact that this work is a translation is indicated, but the language of the original is not given. Instead of applying the 'unk' code, however, the editor may call upon his general knowledge that Tolstoi wrote in Russian, and so use the 'rus' code.

The case is somewhat different in the following example. The work at hand is in Italian and is a translation, but the language of the original cannot be inferred from the information given on the card. The fact that the uniform title heading is in French tells nothing about the original text of this version of the 'Chanson'; the fact that the text is from Oxford does not indicate that the language is English. Therefore the 'unk' code is used.



Chanson de Roland.
La canzone di Rolando nel testo di Oxford, Ms. Digby 23, e nella traduzione di Carlo Raimondo. Torino, Industria libraria tipografica editrice [1956]

xlvii, 237 p. col. plates, col. facsims. 30 cm.

sa | itaunk | %

ta | ✓

Chiffres et aspects dans le domaine de la démographie et de la protection de la santé dans la R. P. R. Figures and aspects in the field of demography and health protecting work in the R. P. R. [n. p., 1954]

88 p. illus. 21 cm.

→ **French, English and Russian.**

sa engfrerus %

ta ✓

The wording of the note in the above example means that the work is in all three languages, each language part being complete in itself. Similar to a work with parallel texts, this work is coded as a translation, and the codes are entered in alphabetical order.

On the contrary, the wording of the note in the example below means that the work includes sections in English and others in Spanish, but the sections are different and not translations of one another. In this case the work is coded as bilingual, the codes entered in alphabetical order.

Gaver, Mary Virginia, 1906–
School libraries of Puerto Rico; a survey and plan for development, by Mary Virginia Gaver and Gonzalo Velázquez. [n. p.] 1963.

116 p. illus., map. 22 cm.

→ English or Spanish.
List of selection aids for elementary and secondary school materials in Spanish": p. 114-116. Includes bibliographical references.

sa engspa %

ta

u MAIN ENTRY

These codes refer to the main entry heading on the catalog card (second A-Field).

ua TYPE OF MAIN ENTRY

There are twelve types of main entry distinguished:

PERSONAL NAME

1. Single Surname

   EXAMPLE: Adams, Henry
   Kames, Henry Home, Lord

2. Multiple Surname

   EXAMPLE: Day-Lewis, Cecil
   Machado de Assis, Joaquin Maria
   Wang Ma, Hsi-ch'un

   NOTE: Prefixed surnames are NOT considered multiple surnames, but rather single surnames.
   EXAMPLE: De Villiers, Anna Johanna Dorothea
   Von Braun, Wernher
   La Bruyère, René

3. Forename

   EXAMPLE: Claude d'Abbeville, father
   Alexander I, Emperor of Russia
   Francis of Assisi, Saint
   Dante

4. Family Name

   EXAMPLE: Mateos family
   Lloyd George family

CORPORATE NAME

5. Place or Place + Name

   EXAMPLE: Guadalajara, Mexico
   District of Columbia
   Gt. Brit. Prime Minister
   Rio de Janeiro. Biblioteca Nacional

6. Name (Direct order)

   EXAMPLE: UNESCO
   European Economic Community
   Harvard Law School
   United States National Committee for the International Geophysical Year
   Page lectures, Yale University

7. Surname (Inverted)

EXAMPLE: Smiley (A.K.) Public Library
Brockhaus (F.A.) (Firm) Witsbaden
Malley (Edw.) Company

CONFERENCE OR MEETING

8. Place or Place + Name

EXAMPLE: Paris. Peace Conference, 1919

9. Name (Direct order)

EXAMPLE: Paris Symposium on Radio Astronomy, 1958
FAO Hybrid Maize Meeting
World Peace Congress
Institute on Diagnostic Problems in Mental Retardation

10. Surname (inverted)

TITLE

11. Uniform Title

EXAMPLE: Bible. N.T. Greek
Arabian Nights
Roman de Renart

12. Periodical Title

EXAMPLE: The Atlantic Monthly
The Economist

NOTE: In the discussion of Main Entry, Periodical Title was subsumed under Uniform Title. For this code, however, it is useful to make the distinction.

INSTRUCTION:

Enter the appropriate two-character type code (see the table p. 179) in the 'ua' box, UNLESS the main entry is a single surname (the most frequent case); in this case leave the 'ua' box BLANK. (The computer will automatically set the single surname code.)

ub MAIN ENTRY IS SUBJECT

DISCUSSION:

The usual indication that the main heading is the subject of the book is a subject heading for the same name or entity. However, cataloging practice for a dictionary catalog does not make a subject added entry for a name when the book already has been entered under the same name as main entry. Therefore the editor must scan the entire card for evidence that the main entry is the subject.

The most common cases in which this code applies are autobiographies and staff histories of organizations.

INSTRUCTION:

Check the 'ub code box.

uc MAIN ENTRY IS PUBLISHER

DISCUSSION:

This code applies whenever the main entry heading is the same as the publisher, on the condition that there is no publisher named in the Imprint field (6th A-Field). A slash mark will always be placed in the A-Fields on the catalog card, even if no publisher data is present.

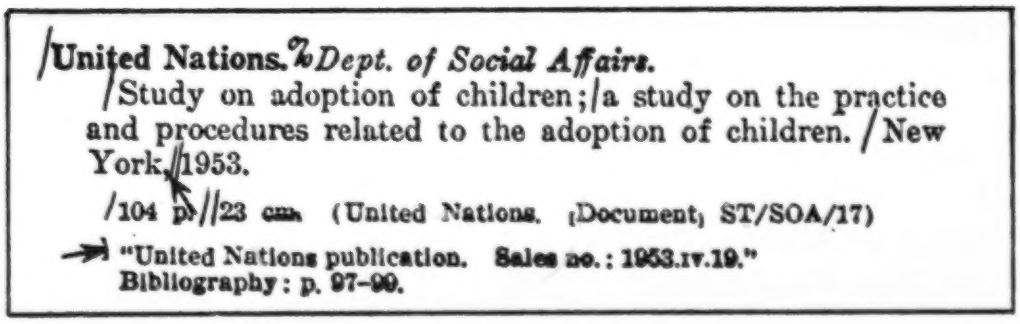
The 'uc' code records the fact that the publisher name has been omitted because it is the same as the main entry by AA rule. This is true for all corporate main entries when the publisher field field is empty.

In those cases where the publisher name has been omitted, but the main entry is not the publisher, this code does NOT apply. When the main entry is not a corporate name and the publisher field is empty, assume the main entry is NOT the publisher unless a note or other information on the card indicates that the main entry is the publisher.

INSTRUCTION:

When there is evidence, either by AA rule or explicitly stated on the card, that the main entry is publisher, and the publisher field is blank, check the 'uc' code.

EXAMPLE:

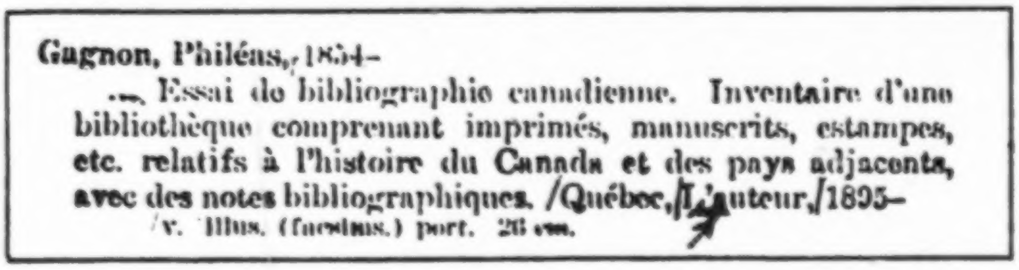


/**United Nations.**%*Dept. of Social Affairs.*
/Study on adoption of children;/a study on the practice and procedures related to the adoption of children. /New York,//1953.
/104 p.//23 cm. (United Nations. [Document] ST/SOA/17)
"United Nations publication. Sales no.: 1953.IV.19."
Bibliography: p. 97-99.

Berlin. Chanté Krankenhaus.
250 Jahre Chanté. [Berlin, 1960?]

NOTE: If the main entry heading appears in the publisher field in the same or almost the same form, do NOT check the 'uc' code.

Galerie Der Spiegel, Cologne.
... Cologne, Verlag Galerie Der Spiegel, 1959.



Gagnon, Philéas, 1854-
—. Essai de bibliographie canadienne. Inventaire d'une bibliothèque comprenant imprimés, manuscrits, estampes, etc. relatifs à l'histoire du Canada et des pays adjacents, avec des notes bibliographiques. /Québec,/L'auteur,/1895-
/v. illus. (facsims.) port. 26 cm.

ud | MAIN ENTRY REPEATED IN BODY

DISCUSSION:

This code applies when, in a catalog record, the name of the author or corporate body or other person having some relation to the work appears in two places: in the main entry heading at the top of the card, and in the body of the card (i.e., in the other A-Fields) as part of the title, author statement, or as the publisher.

In some cases the form of the name is the same in both the heading and the body of the card; in others the two are quite different, although still identifiably equivalent.

This code does NOT apply to title main entries, nor to names in the body of the record in pseudonymous or phraseonymous form, or in initials only.

INSTRUCTION:

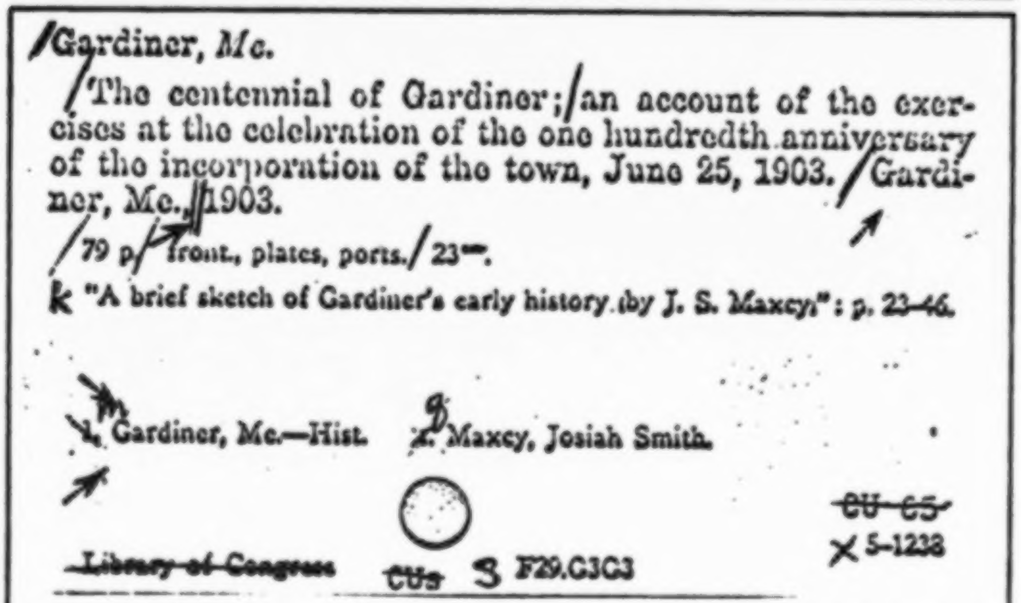
Check the 'ud' box when applicable.

EXAMPLE:

Constant de Rebecque, Henri Benjamin, 1767-1830.
Adolfe [by] Benjamin Constant...

Aristotle.
Aristotle on the art of poetry...

Gale Research Company
Encyclopedia of associations. 3d. ed. Detroit,
Gale Research Company [c1961-



Gardiner, Me.
The centennial of Gardiner; an account of the exercises at the celebration of the one hundredth anniversary of the incorporation of the town, June 25, 1903. Gardiner, Me., 1903.
79 p. front., plates, ports. 23cm.
k "A brief sketch of Gardiner's early history [by J. S. Maxcy]": p. 23-46.

m 1. Gardiner, Me.—Hist. g 2. Maxcy, Josiah Smith.

~~Library of Congress~~ ~~CUs~~ S F29.G3G3 ~~CU-65~~ 5-1238

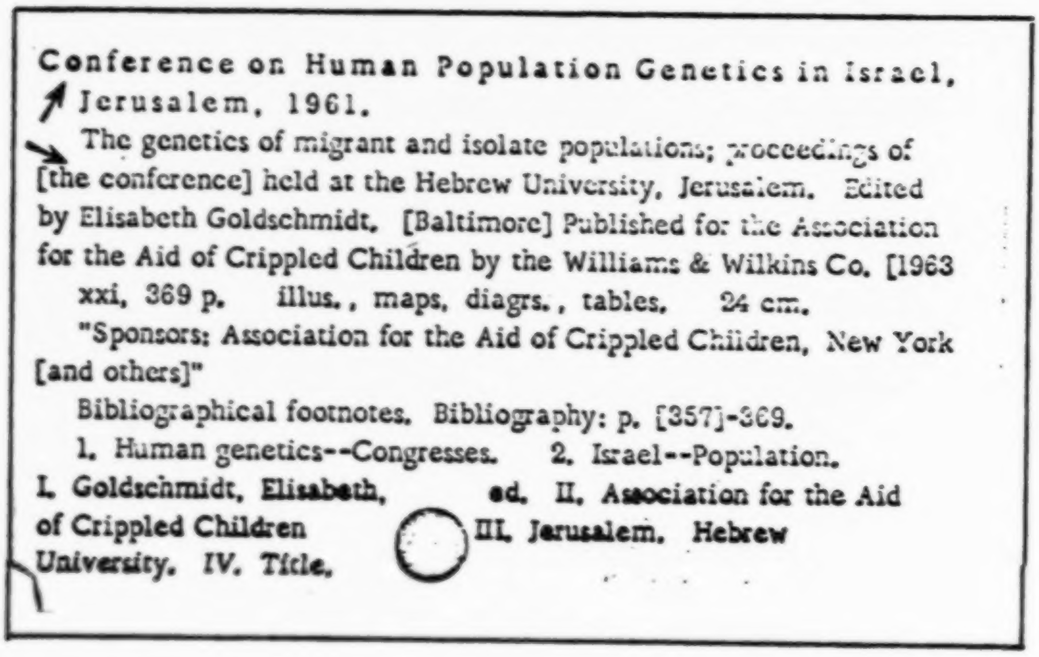
On this card the corporate author main entry is repeated in the body of the card, the main entry is publisher, and the main entry is subject. Thus the 'ua' box should have the code 'ca', and the 'ub', 'uc' and 'ud' boxes checked.

SPECIAL PROBLEM: CONFERENCES

DISCUSSION:

When the main entry heading is the name of a conference, both the name and the number, if any, must be repeated in the body in full form in order for the 'ud' code to apply.

In the following record, for example, the name of the conference is NOT repeated fully in the body, so the 'ud' code should NOT be checked.



Conference on Human Population Genetics in Israel, Jerusalem, 1961.

The genetics of migrant and isolate populations; proceedings of [the conference] held at the Hebrew University, Jerusalem. Edited by Elisabeth Goldschmidt. [Baltimore] Published for the Association for the Aid of Crippled Children by the Williams & Wilkins Co. [1963

xxi, 369 p. illus., maps, diagrs., tables. 24 cm.

"Sponsors: Association for the Aid of Crippled Children, New York [and others]"

Bibliographical footnotes. Bibliography: p. [357]-369.

1. Human genetics--Congresses. 2. Israel--Population. I. Goldschmidt, Elisabeth, ed. II. Association for the Aid of Crippled Children III. Jerusalem. Hebrew University. IV. Title.

ua | MAIN ENTRY TYPE CODES

		Code Entered in 'ua' box:
Author Main Entry	PERSONAL NAME:	
	Single Surname	pa*
	Multiple Surname	pb
	Forename	pc
	Family Name	pd
	CORPORATE NAME:	
	Place or Place + Name	ca
	Name (Direct Order)	cb
	Surname (Inverted)	cc
	CONFERENCE OR MEETING:	
	Place or Place + Name	fa
	Name (Direct Order)	fb
	Surname (Inverted)	fc
Title Main Entry	UNIFORM TITLE	ua
	PERIODICAL TITLE	sa

---

*Do NOT enter this code; leave the box blank when the main entry is a single surname. Code "pa' will be set automatically.

w | HOLDINGS INFORMATION

DISCUSSION

This field records the system and branch location for EACH copy of the work found on the record.

The source of the holdings information is first of all the call number and related location symbols in the first A-Field, and secondly, local library copy statements,* and thirdly union holdings notations, in a union catalog.

The field is divided into three subfields.

SUB-FIELDS DEFINED

SYSTEM AND BRANCH

A branch is defined as the lowest level of a library system that retains a unique identity and that is a separately serviced unit in the library system (usually with its own card catalog, but not necessarily a self-cataloging unit.) Such a unit is considered a branch regardless of physical housing or proximity to other units of the library system.

Thus, in the example table, the various sections of CSL have been coded as branches even though they are not physically separate from the main library. Note that the attempt has been to make this distinction by criteria other than the name of the unit. Thus a large reference room with its own catalog and staff is considered a branch because it exists an an unique entity. However, the reference branch of, say, the California Collection is not considered a branch because it is not a separately serviced unit.

For interpretation of the symbols used on the card to indicate branches, see the appendix of peculiarities unique to the catalog to be converted.

Each known branch, station or department of the participating library systems will be assigned a code. Systems which do not have branches receive only a three digit code (e.g., Albany, 117). In such cases, the box for Branch is left blank.

INSTRUCTION:

Refer to the table, p. 182, for system and branch codes. Enter the first three digits, which designate the library system, in the first box and the last two digits, which specify the branch, in the second box.

The 'wa' box system and branch must always be filled in. For EACH local copy statement (coded '*u') on the card fill in a row of the w-code boxes.

In a multi-branch system, if the branch cannot be determined write in the three digit code for the system as a whole in the System box, and leave the Branch box blank.

If you do not find a code number corresponding to a branch named on a card, refer the problem to the head editor.

---

*Data from LC copy statements are NOT entered in the holdings boxes.

TOTAL COPIES HERE

This sub-field records the number of copies in each location.

Delete any note which indicates the number of copies in a branch location.

Leave this box blank in all cases in which there is just ONE copy per specific shelf location.

If there are two or more copies in one location, whether or not their copy numbers are known, write a two-digit number in the code box for the total, e.g., '03.'

NUMERIC CODES FOR LIBRARY SYSTEMS AND THEIR BRANCHES

DISCUSSION:

These codes are used to record the library systems and their branches which hold the book. They are entered in the 'w-codes' boxes on the coding sheet. The first three digits of the five-digit code refer to the particular system, and the last two digits specify the branch or department.*

The code digits '_ _ _90' always refers to the main library or main collection of each system.

The system number for the California State Library is '001.'

EXAMPLE:

The following is a proposed scheme for assigning the two branch digits for CSL. Another scheme may be divised, if need be, to fit more nearly the needs of CSL. The range within which these numbers lie is 00-90; the numbers in this range may be assigned in any way that is useful.

Code	CSL Branch
001 05	Administrative-Legislative Reference Service
10	Books for the Blind
15	California Collection
20	Government Publications Section
30	Law Library
40	Map Room
50	Periodicals and Microfilm Room
60	Reference Section
70	Sutro Library
90	Main CSL Collection

---

*For further discussion of the code scheme, see Appendix p.186.

COUNTRY OF PUBLICATION CODE

DISCUSSION:

MARC provides for a two or three character alphabetic code that can be used to record the country of publication. If the work is published in the United States, Canada, Russia, or the United Kingdom, the first two characters of the field will be a mnemonic code for the state, province, or other subdivision where the work was published and the third character will be a code for the country.

EXAMPLE:	pk	means: Pakistan
	cau	means: California

A code list has been issued by the Library of Congress.

NOTE: It is recommended to CSL that implementation of this code be deferred at this time because cost is unknown and feasibility is uncertain.

☐ FESTSCHRIFT INDICATOR

DISCUSSION:

MARC makes provision for a code to record the fact that a work is a Festschrift; if that fact can be determined from the card, check the appropriate box on the coding sheet.

NOTE: It is recommended that CSL defer the implementation of this code due to the extra expense.

☐ INDEX INDICATOR

DISCUSSION:

MARC makes provision for a code to record the fact that the work contains an index to its own contents; in such a case, check the appropriate box.

This code is to be distinguished from Content Form code 'hc' which is checked only when the work itself is an index.

NOTE: It is recommended that CSL defer implementation of this code because of the high cost of doing so; this information can really only be determined with the book in hand, and for the conversion of the CSL Index Catalog we are dealing only with cards.

APPENDIX

Containing further examples and
clarification of complex cases.

NUMERIC CODES FOR LIBRARY SYSTEMS AND THEIR BRANCHES

The discussion in the main part of the manual dealt only with a proposed scheme of codes for the CSL collections. The code scheme has been developed to accomodate many systems. The three-digit system code provides a wide range of numbers to be assigned to the library systems to be involved in this project. The two-digit branch code has scope to accomodate many different branch or department dispositions and may be quite specific in designation.

It should be emphasized that what will be needed is an elaborated scheme and assignment of codes, to cover all the possible member systems of the CSL-PC.

The five-digit code scheme is just one of many possible schemes. It may be that a code scheme is wanted that will reflect geographic location of the library system (e.g., 000-500 for Southern California, 600-900 for Northern California), or type of system, etc. The specifications for and development of such schemes are beyond the scope and intention of this coding manual, and must be dealt with by the PC when the system undertakes a union catalog, or uses the coding manual for conversion of other catalogs than those of CSL.

The following are two sample schemes of the assignment of branch codes to two very different library systems: a university system and a county system. UCLA is assigned system number '104', and Contra Costa '131.'

UCLA Library System

Code	Branch
104 05	Art
10	Biomedical
15	Business Administration
20	Chemistry
25	College Library
30	Education and Psychology
35	Engineering and Mathematical Sciences
38	English Reading Room
40	Geology-Geophysics
42	Government and Public Affairs
45	Government Publications Service
55	Law
65	Map
70	Music
73	Oriental Library

Code	Branch
75	Physics
78	Special Collections
80	Theater Arts
85	University Elementary School
90	University Research Library (MAIN LIBRARY)
91	Wm. Andrews Clark Memorial Library

Contra Costa County Library System

Code	Branch
131 05	Antioch
10	Brentwood
15	Byron
20	Concord
23	County Hospital
25	Crockett
30	El Cerrito
33	El Sobrante
35	Hercules
38	Kensington
40	Knightsen
43	Lafayette
45	Martinez
50	Oakley
53	Orinda
55	Pacheco
60	Pinole
63	Pittsburgh
65	Port Chicago
70	Rodeo
75	San Pablo
80	San Ramon Valley
85	Walnut Creek
90	Pleasant Hill (MAIN LIBRARY)

Corporate vs. Geographic vs. Political

If it is not obvious from the discussion which code applies, you must just go through the process of elimination, as with 'California, Southern':

-it should NOT be coded as 'political jurisdiction' since Southern California is not a political entity, but a non-official sub-section of one.

-it should NOT be coded as 'corporate name' since it is not an organized body, nor is it authorized by the codes as a non-subject entry heading by itself.

-thus the only choice left is 'geographic name.' The form of the heading is not that described under entry under place, so the code to be assigned is 'ga.'

Corporate vs. Topical: EXAMPLES

Corporate	Topical
Jews. Liturgy and ritual	Jews
Catholic Church	Catholicism
London. Women	Women
Hittites. Laws, Statutes, etc.	Hittites
Protestant Episcopal Church in the U.S.	Protestants in the U.S.
Navajo Indians. Tribal Council	Navajo Indians
Catholic Church in Great Britain	Jugglers and juggling
Bounty (Ship)	French Canadians
Elks (Fraternal order)	French--Canada
Freemasons	Chinese in California
United States Exploring Expedition, 1838-1842	Basques in the U.S.
Canada. Treaties, etc.	Philosophers, Egyptian
Switzerland. Constitution	Baptists
Congregational Churches. Liturgy and ritual	Journalists. French
New York Hospital	Incas
New York. Riverside Church	Indians of South America--Peru
San Gabriel Mission	Germanic Tribes
Monte Cassino (Monastery)	Students--India
	Untouchables
	Dramatists
	Sa'di Dynasty--Hist.

Topical

Mormons and Mormonism

God

Daphne (Nymph)

Knights of the Round Table

The Pleiades (Stellar constellation)

Windsor Castle

Pisa. Campanile

Brooklyn Bridge

Lassie

Smokey the Bear

Battle of Tannenberg

Mother's Day

Period

The following subdivisions are coded as Period ('xa'):

-Dates alone: the dates may be open, closed, or followed by a general subdivision.

U.S.--Foreign Relations--1961-1963--Sources

U.S.--History--1865-

U.S.--History--1865-1898

-Dates with phrases: typical phrases are 'to,' 'Ancient to...,' 'Early to...,' 'Before...'.

Arithmetic--Before 1846

Gt. Brit.--History--To 1485

-Phrases without dates and distinctive words: these include periods of history, names of wars and revolutions, and names of centuries.

Music--History and criticism--Ancient*(see below)

U.S.--History--Colonial Period

U.S.--History--Civil War

U.S.--History--20th Century

-Distinctive word, name, or phrase followed by dates (within parentheses or following a comma): these divisions are concerned primarily with historical and literary periods.

English literature--Middle English (1100-1500)

Gt. Brit.--History--Anglo-Saxon Period, 449-1066

Gt. Brit.--History--Restoration, 1660-1668

Gt. Brit.--History--Victoria, 1837-1901

The following are NOT to be considered period divisions; code them as 'general.'

-Geological time periods under the subjects Geology, Stratigraphic, Paleobotany, Paleontology.

Paleontology--Cambrian

Paleontology--Eocene

-The subdivisions Ancient, Primitive, Medieval, Renaissance, Baroque, Modern, etc. (even when followed by a date) except * when they occur in conjunction with the subdivisions 'History' or 'History and criticism.'
These terms are also used in inverted form subject headings.

Astronomy, Ancient

Education, Primitive

Art, Medieval

History, Modern

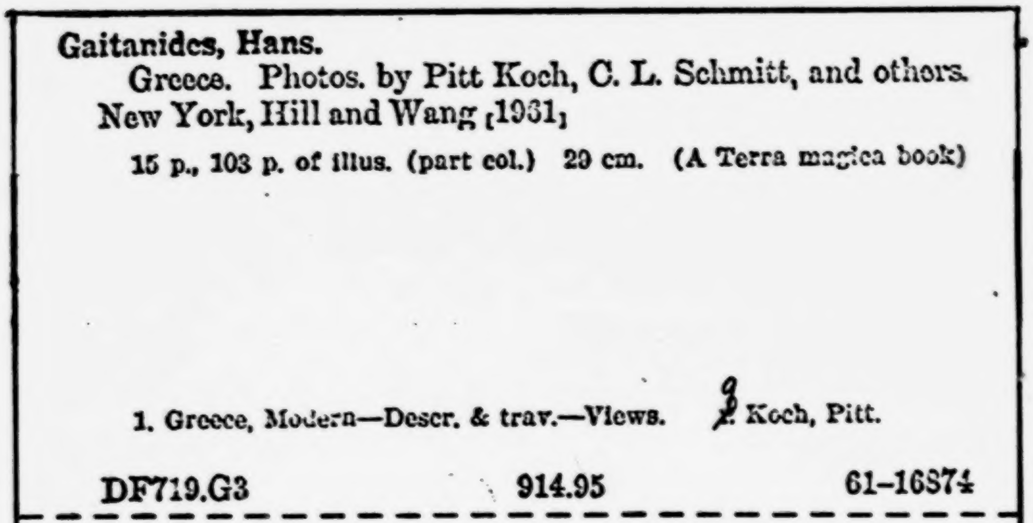
In these cases the terms do not constitute subdivisions, and the subject heading is coded as 'topical.'

Alternate vs. Connecting

Personal name added entries without relator are common, and are often difficult to identify as to role. Added entries for names of biographees, correspondents, and writers of diaries and letters are usually not given a relator - they rarely perform an active role as joint authors. The catalog user, however, may think of the name as having an authorship relation to the work cataloged. Such names should be given the 'Alternate' code. If a case does arise where the 'Alternate' role code might appear to cause confusion to the reader in his catalog search, assign the 'Connecting' code.

A further distinction needs to be made for the case of 'letters' for which an added entry is given for the writer's name. If the whole book is devoted to, say, a compilation of Napoleon's letters and diaries, the added entry for 'Napoleon' (assuming the compiler got the main entry) would be 'Alternate'. If, however, a book about the French Republic happened to contain a separate section or appendix involving some letters or state papers or such by Napoleon, and that fact was recorded in a drop note, a NAME-only added entry for the name 'Napoleon' would be coded 'Connecting' (i.e., as a NAME-only analytic added entry). Each case must be judged on the circumstances present and the result desired from the coding.

EXAMPLES:



Gaitanides, Hans.
Greece. Photos. by Pitt Koch, C. L. Schmitt, and others.
New York, Hill and Wang [1961]
15 p., 103 p. of illus. (part col.) 29 cm. (A Terra magica book)

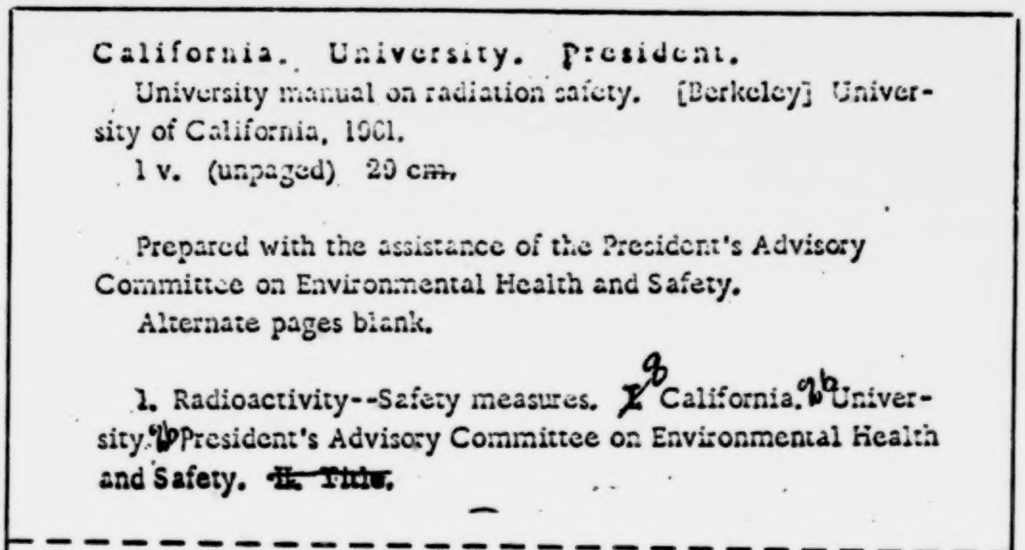
1. Greece, Modern—Descr. & trav.—Views. g I. Koch, Pitt.

DF719.G3 914.95 61-16874

TYPE CODE: pa

Code 'Koch' as Alternate' due to importance of illustrations.

EXAMPLES:



California. University. President.

University manual on radiation safety. [Berkeley] University of California, 1961.

1 v. (unpaged) 29 cm.

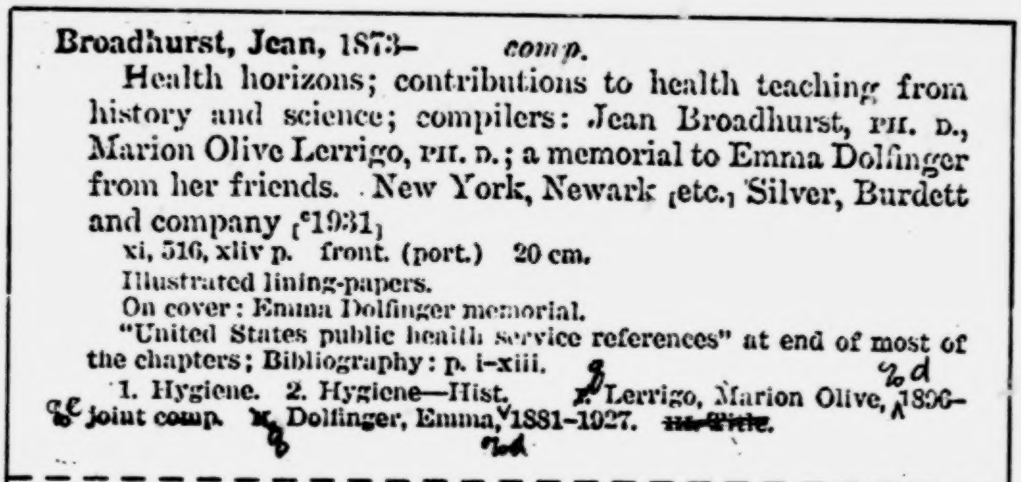
Prepared with the assistance of the President's Advisory Committee on Environmental Health and Safety.

Alternate pages blank.

1. Radioactivity--Safety measures. ~~I.~~ 9 California. 9b University. 9b President's Advisory Committee on Environmental Health and Safety. ~~II. Title.~~

TYPE CODE: ca

Code 'President's Advisory Committee...' as 'Alternate' - it is a sponsoring body.



Broadhurst, Jean, 1873– comp.

Health horizons; contributions to health teaching from history and science; compilers: Jean Broadhurst, PH. D., Marion Olive Lerrigo, PH. D.; a memorial to Emma Dolfinger from her friends. New York, Newark [etc.] Silver, Burdett and company [°1931]

xi, 516, xliv p. front. (port.) 20 cm.

Illustrated lining-papers.

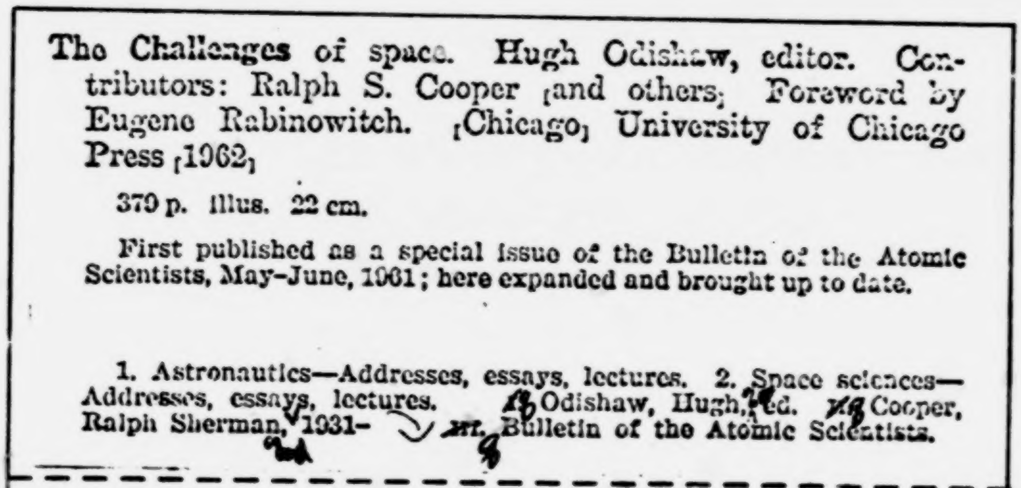
On cover: Emma Dolfinger memorial.

"United States public health service references" at end of most of the chapters; Bibliography: p. i–xiii.

1. Hygiene. 2. Hygiene—Hist. ~~I.~~ 9 Lerrigo, Marion Olive, 9d 1896– 9e joint comp. ~~II.~~ 9 Dolfinger, Emma, 9d 1881–1927. ~~III. Title.~~

TYPE CODES: pa
pe

Code 'Lerrigo' as 'Alternate' - he is a joint compiler.
Code 'Dolfinger' as 'Connecting' - she is the person to whom the festschrift has been addressed.



The Challenges of space. Hugh Odishaw, editor. Contributors: Ralph S. Cooper [and others] Foreword by Eugene Rabinowitch. [Chicago] University of Chicago Press [1962]

379 p. illus. 22 cm.

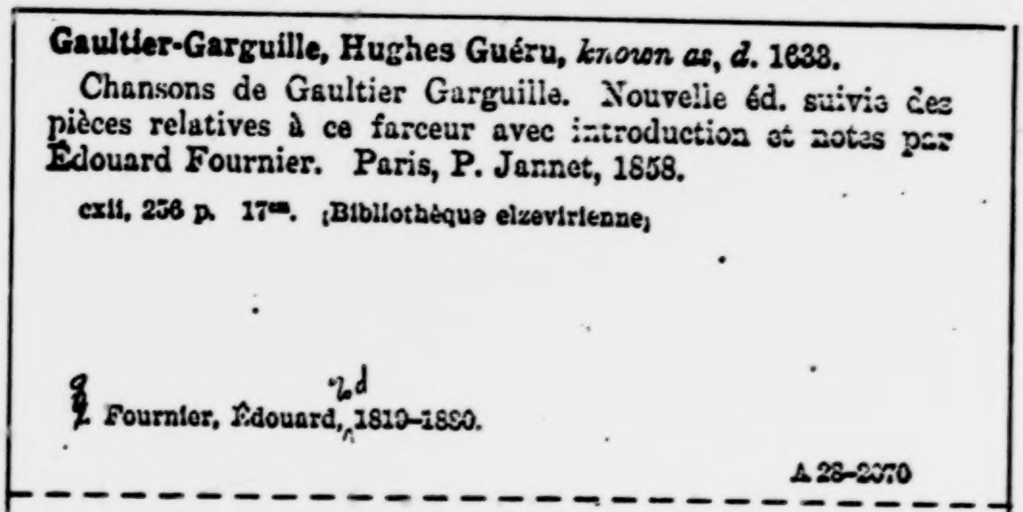
First published as a special issue of the Bulletin of the Atomic Scientists, May–June, 1961; here expanded and brought up to date.

1. Astronautics—Addresses, essays, lectures. 2. Space sciences—Addresses, essays, lectures. ~~I.~~ 9 Odishaw, Hugh, 9e ed. ~~II.~~ 9 Cooper, Ralph Sherman, 9d 1931– ~~III.~~ 9 Bulletin of the Atomic Scientists.

TYPE CODES: pa
pa
sb

Code 'Odishaw' as 'Alternate' - he is editor of a work by many authors.
Code 'Cooper' as 'Alternate' - he is an author.
Code 'Bulletin of the Atomic Scientists' as 'Connecting' - it is a related publication.

EXAMPLES:



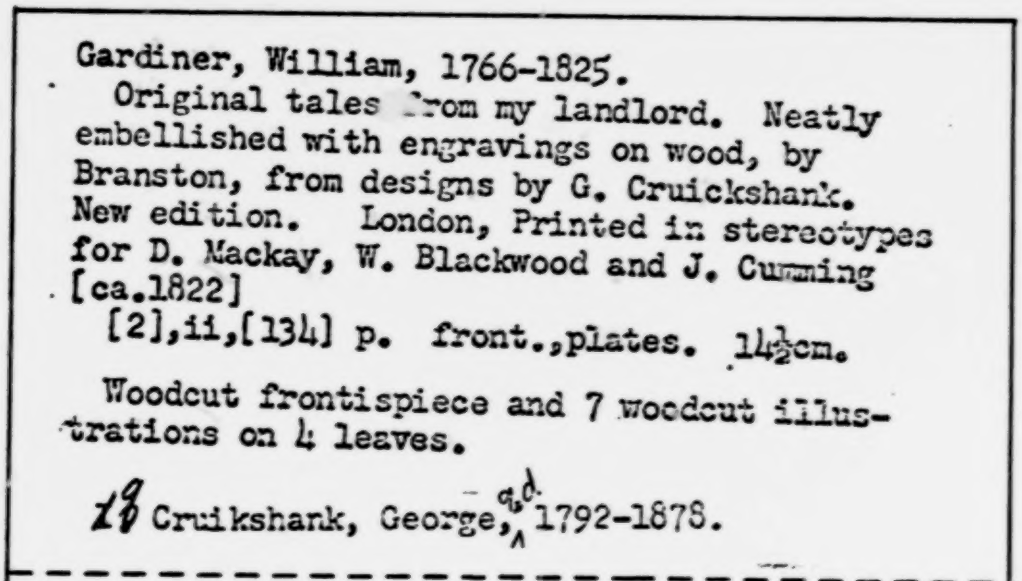
Gaultier-Garguille, Hughes Guéru, *known as*, *d.* **1633.**
Chansons de Gaultier Garguille. Nouvelle éd. suivie des pièces relatives à ce farceur avec introduction et notes par Édouard Fournier. Paris, P. Jannet, 1858.
cxii, 236 p. 17cm. (Bibliothèque elzevirienne)

~~1.~~ g Fournier, Édouard, ‡d 1819-1880.

A 28-2070

Code 'Fournier' as 'Connecting' - he is editor of another single person's work.

TYPE CODE: pe



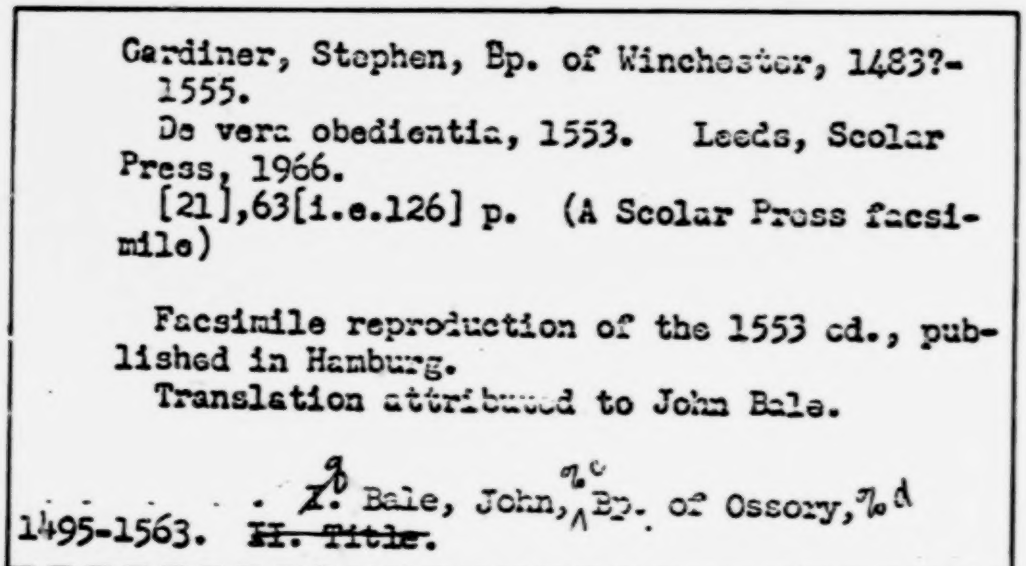
Gardiner, William, 1766-1825.
Original tales from my landlord. Neatly embellished with engravings on wood, by Branston, from designs by G. Cruickshank. New edition. London, Printed in stereotypes for D. Mackay, W. Blackwood and J. Cumming [ca.1822]
[2],ii,[134] p. front.,plates. 14½cm.

Woodcut frontispiece and 7 woodcut illustrations on 4 leaves.

~~I.~~ g Cruikshank, George, ‡d 1792-1878.

Code 'Cruickshank' as 'Connecting - he is illustrator.

TYPE CODE: pe



Gardiner, Stephen, Bp. of Winchester, 1483?-1555.
De vera obedientia, 1553. Leeds, Scolar Press, 1966.
[21],63[i.e.126] p. (A Scolar Press facsimile)

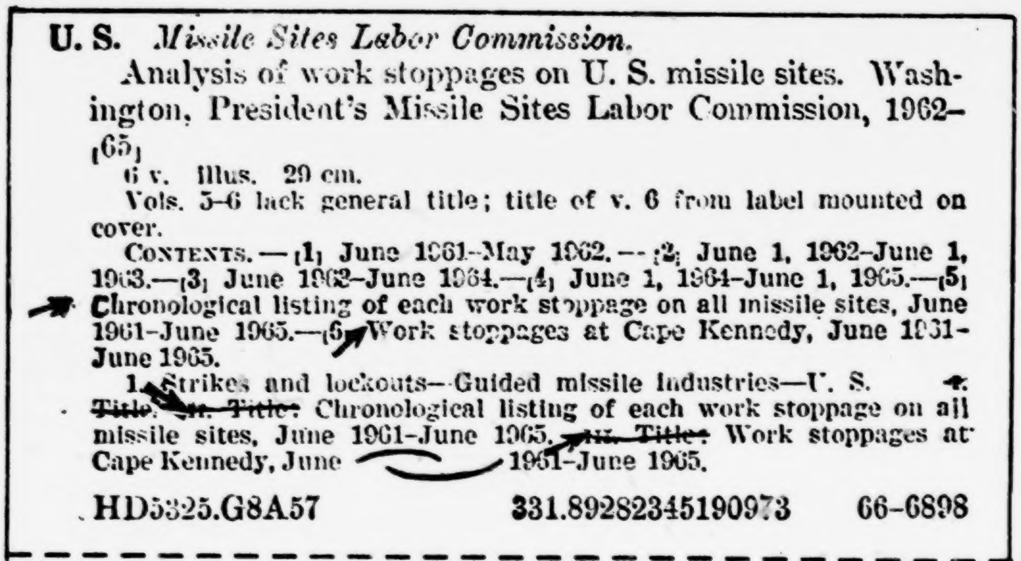
Facsimile reproduction of the 1553 ed., published in Hamburg.
Translation attributed to John Bale.

~~I.~~ g Bale, John, ‡c Bp. of Ossory, ‡d 1495-1563. ~~II. Title.~~

Code 'Bale' as 'Connecting' - he is translator.

TYPE CODE: pe

EXAMPLES:



U. S. *Missile Sites Labor Commission.*

Analysis of work stoppages on U. S. missile sites. Washington, President's Missile Sites Labor Commission, 1962–⌊65⌋

6 v. illus. 29 cm.

Vols. 5–6 lack general title; title of v. 6 from label mounted on cover.

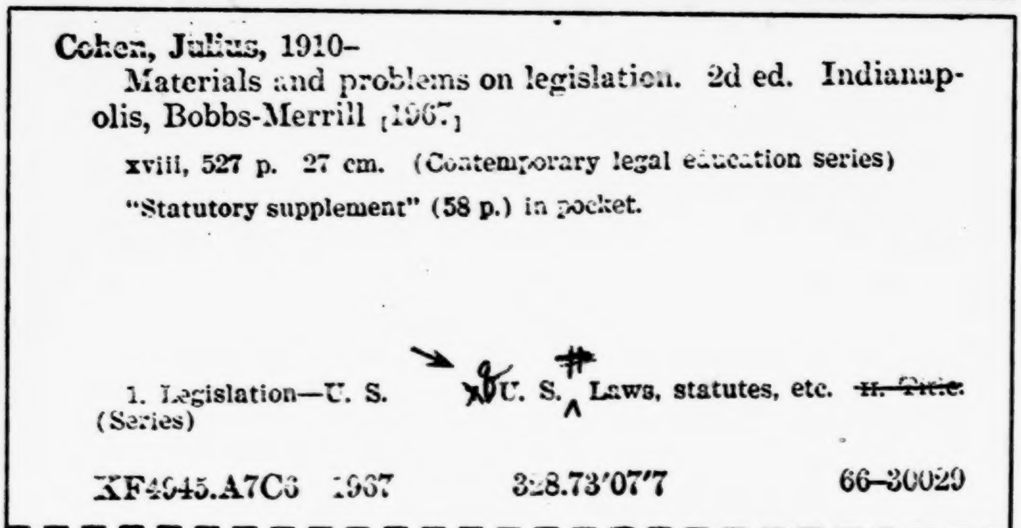
CONTENTS.—⌊1⌋ June 1961–May 1962.—⌊2⌋ June 1, 1962–June 1, 1963.—⌊3⌋ June 1962–June 1964.—⌊4⌋ June 1, 1964–June 1, 1965.—⌊5⌋ Chronological listing of each work stoppage on all missile sites, June 1961–June 1965.—⌊6⌋ Work stoppages at Cape Kennedy, June 1961–June 1965.

1. Strikes and lockouts—Guided missile industries—U. S. ~~I. Title.~~ ~~II. Title:~~ Chronological listing of each work stoppage on all missile sites, June 1961–June 1965. ~~III. Title:~~ Work stoppages at Cape Kennedy, June 1961–June 1965.

HD5325.G8A57 331.89282345190973 66-6898

TITLE CODES: bc
bc

Code both 'II. Title:' and 'III. Title:' as 'Analytic' - they refer to parts of the larger work of the main entry.



Cohen, Julius, 1910–

Materials and problems on legislation. 2d ed. Indianapolis, Bobbs-Merrill ⌊1967⌋

xviii, 527 p. 27 cm. (Contemporary legal education series)

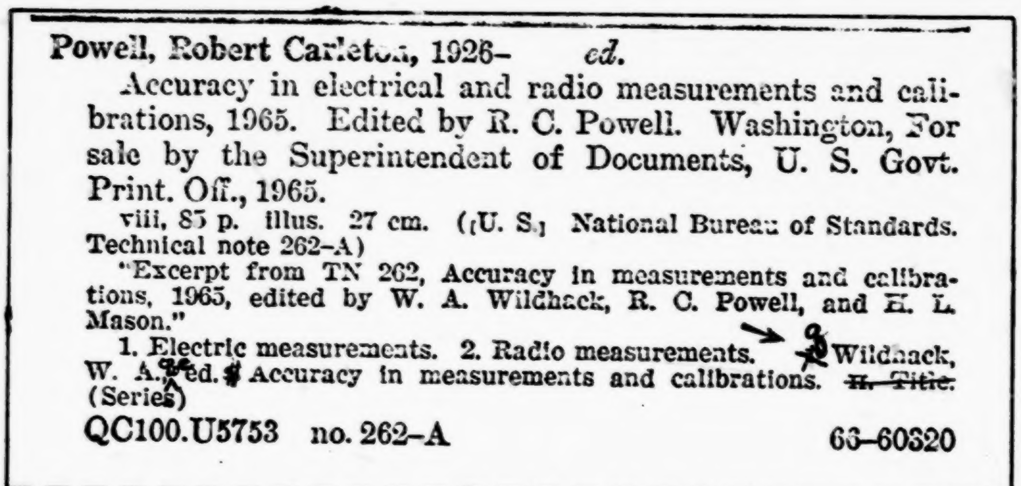
"Statutory supplement" (58 p.) in pocket.

1. Legislation—U. S. & ~~I.~~ U. S. # Laws, statutes, etc. ~~II. Title.~~ (Series)

XF4945.A7C6 1967 328.73'077 66-30029

TYPE CODE: ce

Code 'U. S.' as 'Connecting' - it is a corporate Name + Form Subheading made as an analytical NAME-only added entry.



Powell, Robert Carleton, 1926– *ed.*

Accuracy in electrical and radio measurements and calibrations, 1965. Edited by R. C. Powell. Washington, For sale by the Superintendent of Documents, U. S. Govt. Print. Off., 1965.

viii, 85 p. illus. 27 cm. (⌊U. S.⌋ National Bureau of Standards. Technical note 262-A)

"Excerpt from TN 262, Accuracy in measurements and calibrations, 1965, edited by W. A. Wildhack, R. C. Powell, and H. L. Mason."

1. Electric measurements. 2. Radio measurements. & ~~I.~~ Wildhack, W. A., ~~ed.~~ # Accuracy in measurements and calibrations. ~~II. Title.~~ (Series)

QC100.U5753 no. 262-A 66-60320

TYPE CODE: pe

Code 'Wildhack' as 'Connecting' - he is the author of a larger work from which the present work was excerpted.

EXAMPLES:

Garrick, David, 1717-1779.
The Irish widow, a farce, in two acts. New York, S. French [18--]
24 p. (The minor drama, the acting ed., no. 168)

In part from Molière's "Le mariage forcé."

~~I.~~ ǂa Molière, Jean Baptiste Poquelin, ǂd 1622-1673. ǂt Le mariage forcé. II. Title.

Code 'Moliere' as 'Connecting' - it is an author-title entry for a related work.

TYPE CODES: pe

Gardner, D
Canadian interests and policies in the Far East since World War II. Submitted by the Canadian Institute of International Affairs as a preparatory paper for the Eleventh conference of the Institute of Pacific Relations to be held at Lucknow in October 1950. Toronto, Canadian Institute of International Affairs; distributed by International Secretariat, Institute of Pacific Relations, New York, 1950.
15 l. (Canadian paper, no. 1)

1. Canada - For. rel. - East (Far East) 2. Eastern question (Far East) ~~I.~~ ǂa Institute of Pacific Relations. ǂb 11th Conference, ǂc Lucknow, ǂd 1950. ~~II. Title.~~

Code 'Institute...' as 'Alternate' - it is a sponsoring body.

TYPE CODE: fb

Gawain and the Grene Knight.
Sir Gawain and the Green Knight, translated into modern English by M.R. Ridley. Illustrated by John G. Galsworthy. London, E. Ward [1962]
110 p. illus.

~~I.~~ ǂa Ridley, Maurice Roy, ǂd 1890- ǂe tr. ~~II.~~ ǂa Galsworthy, John G., ǂe illus. ~~III.~~ ǂa Arthur, King (Romances, etc.)

Code 'Ridley' and 'Galsworthy' both as 'Connecting' - they are translator and illustrator, respectively. Code 'Arthur' as 'Connecting', Uniform Title - it is a related work.

TYPE CODES: pe
pe
ub

EXAMPLES:

Garrick, David, 1717–1779.

Three plays by David Garrick, printed from hitherto unpublished mss. with introductions and notes by **Elizabeth P. Stein**, PH. D. New York, W. E. Rudge, 1926.

xii, 151 p., 1 l. incl. front. (port.) pl., facsims. 24½cm.

"Four hundred and ninety copies printed at the printing house of William Edwin Rudge, Mt. Vernon, New York, fifty of which are on handmade paper."

CONTENTS.—Harlequin's invasion.—The jubilee.—The meeting of the company; or, Bayes's art of acting.

qb ~~I~~. Stein, Elizabeth P., ze ed. ~~II. Title~~: q Harlequin's invasion. ~~III. Title:~~ qb The jubilee. ~~IV. Title:~~ q The meeting of the company.

TYPE CODES: pe
bc
bc
bc

Code 'Stein' as 'Connecting' - she is the editor of a work of a single author.
Code the three titles given all as 'Analytic' - they each represent complete works contained within the larger work of the main entry.

Garlandus Compotista, 11th cent.

Dialectica. 1st ed. of the manuscripts, with an introduction on the life and works of the author and on the contents of the present work, by L. M. de Rijk. Assen, Van Gorcum, 1959.

209 p. 25 cm. (Wijsgerige teksten en studies 3)

"Based on a collation of the two extant manuscripts ... Paris, B. N. Lat. 6438 and Orleans 260 (216)."

Includes bibliography.

1. Logic. ~~I~~. qb Rijk Lambertus Marie de. ~~II. Title~~.

TYPE CODE: pe

Code 'Rijk' as 'Connecting' - he is editor of the work of one person, even though this is not explicitly designated.

EXAMPLES:

[Garcia, Genaro] 1867-1920, ed.
La situacion politica, militar y economica en la Republica Mexicana al iniciarse su guerra con los Estados Unidos. Mexico, Castillo, 1913.
263 p. 21 cm. (Nuevos documentos ineditos o muy raros para la historia de Mexico, I)

At head of title: Archivo del General Paredes.

1. Mexico - History - 1821-1861 - Sources. 2. U. S. - History - War with Mexico, 1845-1848. ~~I.~~ 8 Paredes y Arrillaga, Mariano, %c Pres. of Mexico, %d 1797-1849. ~~II. Title~~.

Code 'Paredes y Arrillaga' as 'Alternate' - these are his papers.

TYPE CODE: pb

Birkhoff, George David, 1884-
The origin, nature, and influence of relativity; Lowell institute lectures, Lowell institute—Boston, and Los Angeles lectures, University of California—Southern branch, by George David Birkhoff ... New York, The Macmillan company, 1925.
ix, 185 p. diagrs. 19½cm. [A series of mathematical texts, ed. by E. R. Hedrick]

1. Relativity (Physics) ~~I.~~ 8 Lowell institute lectures, 1922. ~~II.~~ 8 Los Angeles lectures, 1924.

Library of Congress QC6.B53 26-177

Code both sets of lectures as 'Alternate' - they are corporate sponsors of the publication.

TYPE CODES: cb
cb

Barnard, Douglas St. Paul.
A book of mathematical and reasoning problems; fifty brain twisters. Princeton, N. J., Van Nostrand [c1962]
100 p. illus. 21 cm.

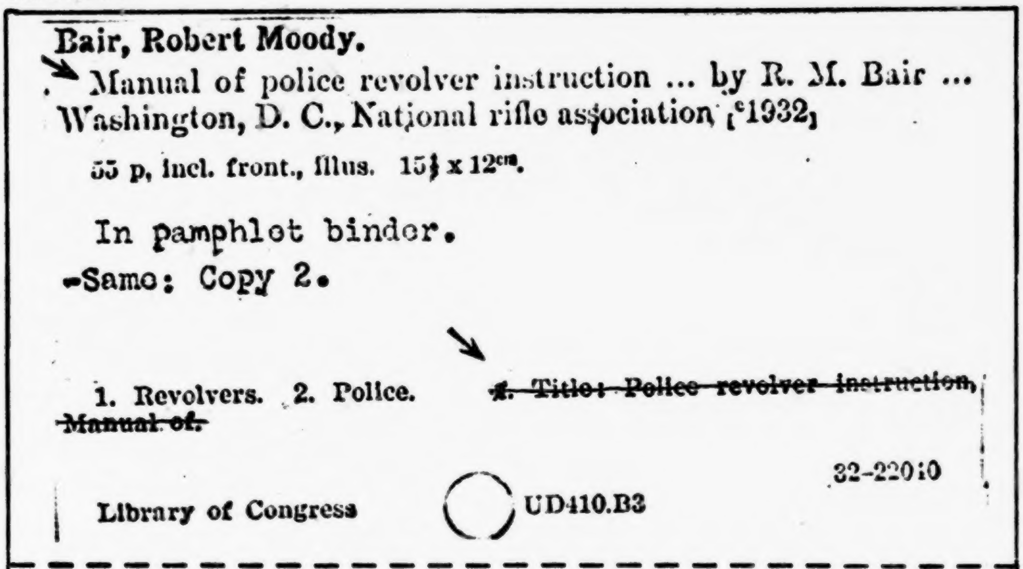
London ed. (Faber) has title: Fifty Observer brain-twisters; a book of mathematical and reasoning problems.
"The problems ... have all appeared at one time or another in the Observer."

1. Mathematical recreations. ~~I.~~ 8 The Observer, London. ~~II. Title.~~ ~~III. Title:~~ 8 Fifty brain twisters.

Code 'The Observer' as 'Connecting' - it is a related publication.
Code 'Fifty brain twisters' as 'Alternate' Title.

TYPE CODES: sb
ba

EXAMPLES:



Bair, Robert Moody.
Manual of police revolver instruction ... by R. M. Bair ... Washington, D. C., National rifle association ͏[c1932]
55 p, incl. front., illus. 15½ x 12cm.

In pamphlet binder.
-Same: Copy 2.

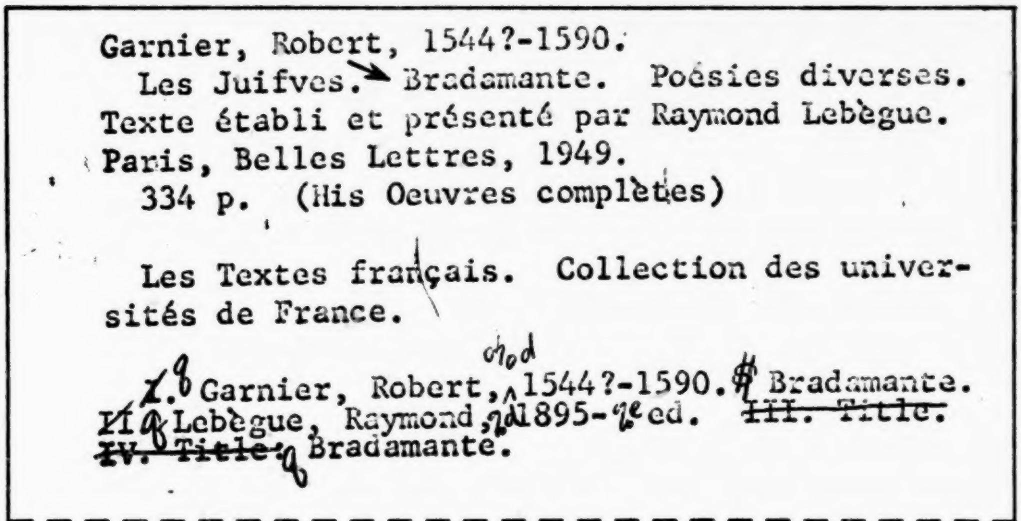
1. Revolvers. 2. Police. ~~I. Title: Police revolver instruction, Manual of.~~

32-22010

Library of Congress UD410.B3

The 'Title:...' should be deleted - it is a permuted form of the title of the work on the card, and reflects out-dated cataloging practice.

NO TYPE CODE



Garnier, Robert, 1544?-1590.
Les Juifves. Bradamante. Poésies diverses. Texte établi et présenté par Raymond Lebègue. Paris, Belles Lettres, 1949.
334 p. (His Oeuvres complètes)

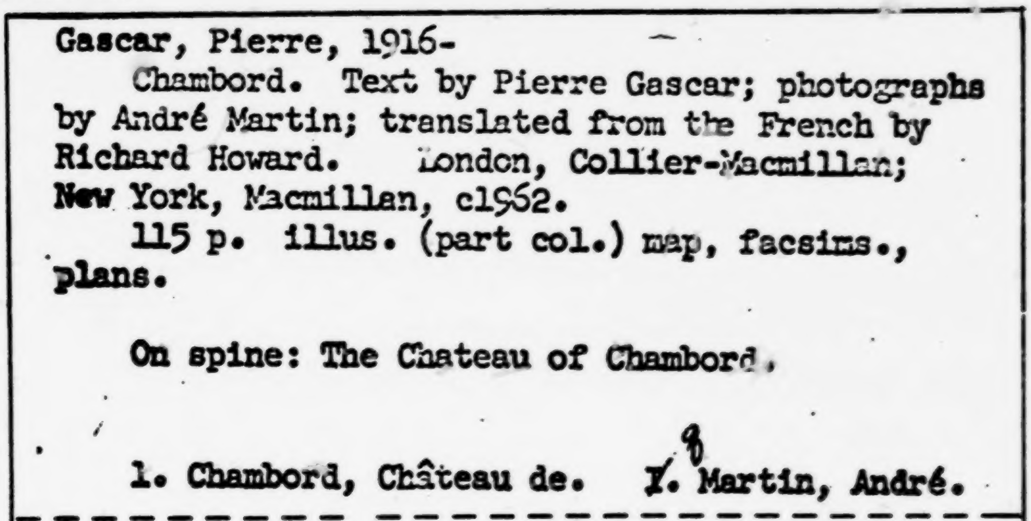
Les Textes français. Collection des universités de France.

~~I.~~ ‡a Garnier, Robert, ‡d 1544?-1590. ‡t Bradamante. ~~II.~~ ‡a Lebègue, Raymond, ‡d 1895- ‡e ed. ~~III. Title.~~ ~~IV. Title:~~ ‡a Bradamante.

Code 'Garnier' as 'Analytic' - this AUTHOR-TITLE entry refers to a work contained in the larger work of the main entry.
Code 'Lebegue' as 'Connecting' - he is the editor of the work of a single author.
Code 'Bradamante' as 'Analytic' - it is the title of a work contained within the larger one.

TYPE CODES: pi
pe
bc

EXAMPLES:



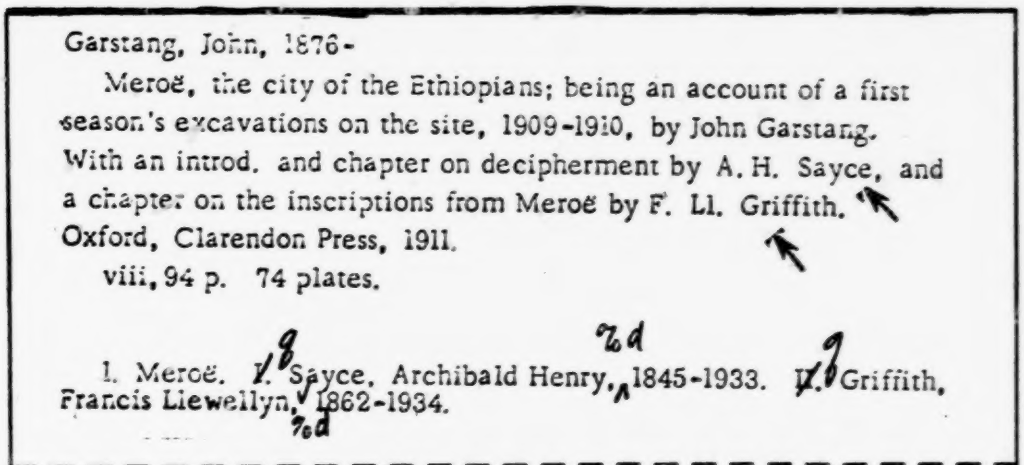
Gascar, Pierre, 1916-
Chambord. Text by Pierre Gascar; photographs by André Martin; translated from the French by Richard Howard. London, Collier-Macmillan; New York, Macmillan, c1962.
115 p. illus. (part col.) map, facsims., plans.

On spine: The Chateau of Chambord.

1. Chambord, Château de. ~~I.~~ g Martin, André.

Code 'Martin' as 'Connecting' - he is photographer-illustrator, and photos do not appear to be stressed in the collation

TYPE CODE: pe



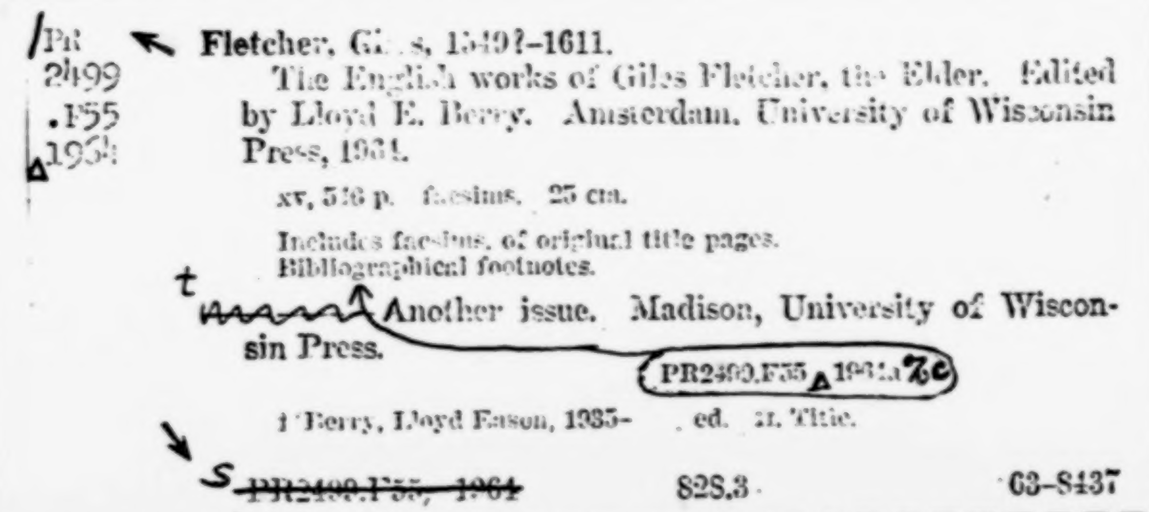
Garstang, John, 1876-
Meroë, the city of the Ethiopians; being an account of a first season's excavations on the site, 1909-1910, by John Garstang. With an introd. and chapter on decipherment by A. H. Sayce, and a chapter on the inscriptions from Meroë by F. Ll. Griffith.
Oxford, Clarendon Press, 1911.
viii, 94 p. 74 plates.

1. Meroë. ~~I.~~ g Sayce, Archibald Henry, %d 1845-1933. ~~II.~~ g Griffith, Francis Llewellyn, %d 1862-1934.

Code both 'Sayce' and 'Griffith' as 'Connecting' - they are authors of parts of the work of the main entry, so these are Author-only analytic entries.

TYPE CODES: pe
pe

EXAMPLES:



/PR
2499
.F55
1964

Fletcher, Giles, 1549?-1611.
The English works of Giles Fletcher, the Elder. Edited by Lloyd E. Berry. Amsterdam, University of Wisconsin Press, 1964.

xv, 536 p. facsims. 25 cm.

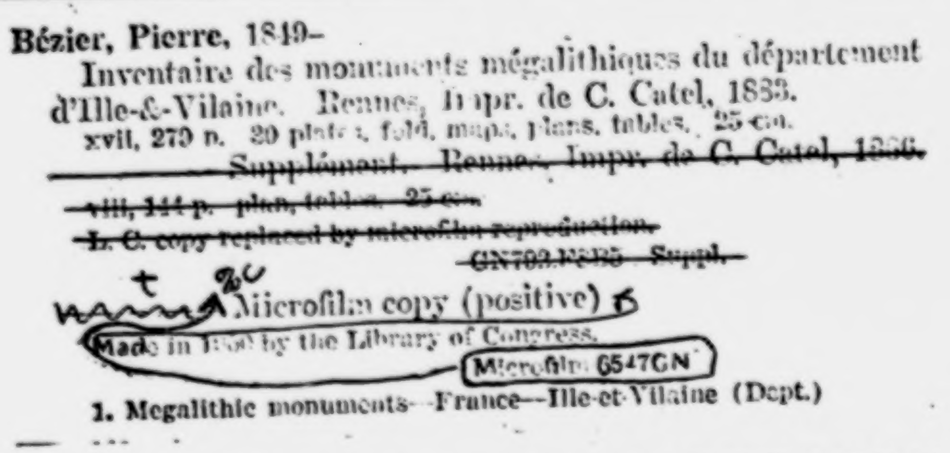
Includes facsims. of original title pages.
Bibliographical footnotes.

t Another issue. Madison, University of Wisconsin Press.
PR2499.F55 1964a %c

I. Berry, Lloyd Eason, 1935- ed. II. Title.

s ~~PR2499.F55 1964~~ 828.3 63-8437

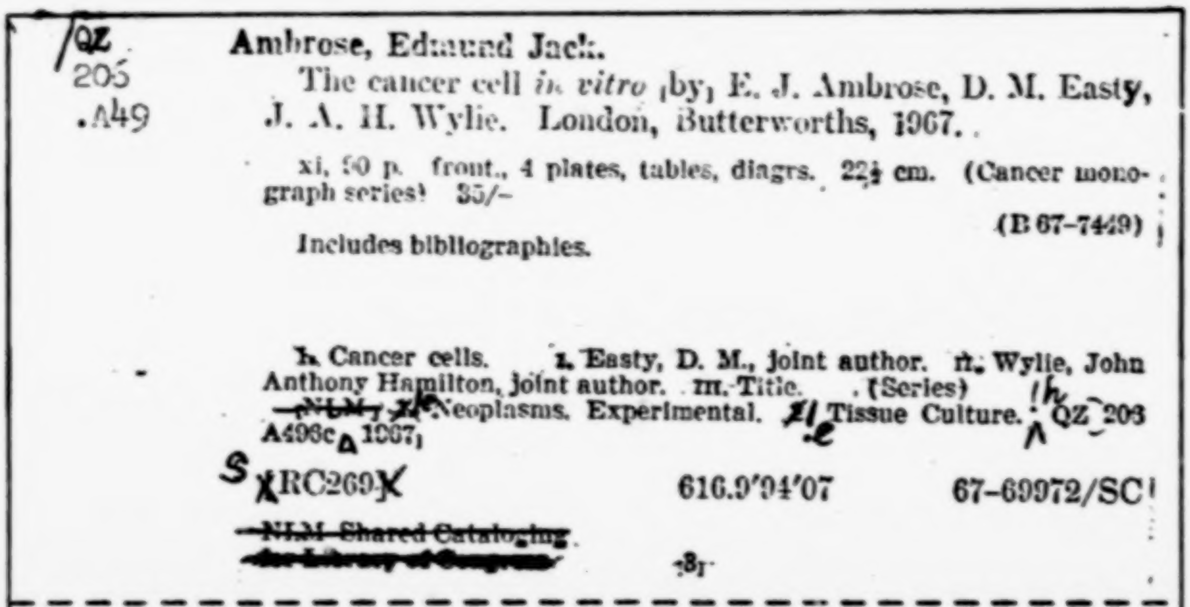
This is an example of an LC copy statement for another issue having a call number slightly different from the main LC number, which is the same as the local call number. The 'Another issue' phrase signifies that the publication originating in Madison, Wis., could not be treated as a copy because of important variations between it and the issue published in Amsterdam; it still falls under our copy statement, however. The field is printed above the tracing to give it more prominence.



Bézier, Pierre, 1849–
Inventaire des monuments mégalithiques du département d'Ille-&-Vilaine. Rennes, Impr. de C. Catel, 1883.
xvii, 279 p. 20 plates, fold. maps, plans, tables. 25 cm.
~~——— Supplément. Rennes, Impr. de C. Catel, 1886.~~
~~viii, 144 p. plan, tables. 25 cm.~~
~~L. C. copy replaced by microfilm reproduction.~~
~~GN793.F8B5 Suppl.~~
t %c Microfilm copy (positive) 6
Made in [illegible] by the Library of Congress.
Microfilm 6547GN
1. Megalithic monuments—France—Ille-et-Vilaine (Dept.)

Sometimes both a supplement and a photo-reproduction or other copy statement will appear on a card, as in the above example. The coding is as specified in the sections on supplements and code '*t'. The editor should take care to identify the different codes properly, keeping separate the descriptions applying to each field, to aid the keypunch operator.

EXAMPLES:



QZ
206
.A49

Ambrose, Edmund Jack.

The cancer cell *in vitro* [by] E. J. Ambrose, D. M. Easty, J. A. H. Wylie. London, Butterworths, 1967.

xi, 90 p. front., 4 plates, tables, diagrs. 22½ cm. (Cancer monograph series) 35/-

(B 67-7449)

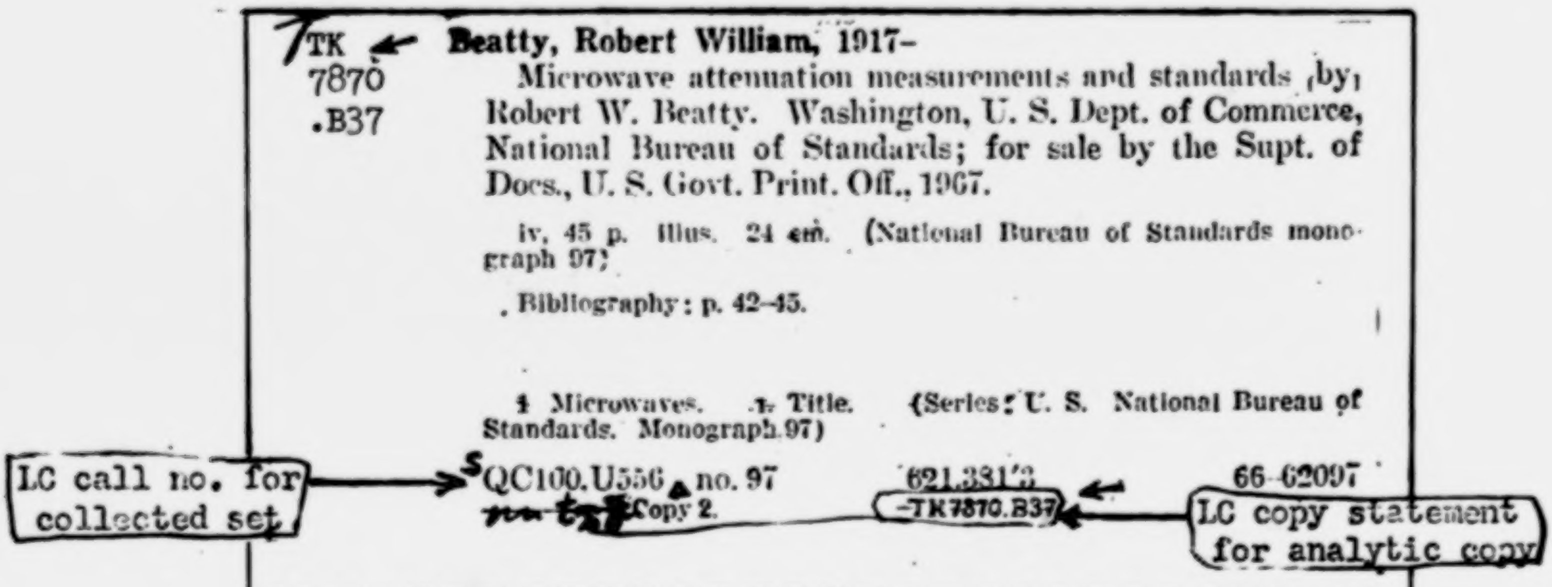
Includes bibliographies.

1. Cancer cells. I. Easty, D. M., joint author. II. Wylie, John Anthony Hamilton, joint author. III. Title. (Series) ~~[NLM: 1.~~ Neoplasms, Experimental. ~~2.~~ Tissue Culture. QZ 206 A496c 1967]

S ~~[~~RC269~~]~~ 616.9'94'07 67-69972/SC

~~NLM Shared Cataloging~~
~~for Library of Congress~~ [8]

Here is an example of the dual tracing data that is now being printed on LC cards for books acquired under the Shared Cataloging Program (NPAC) and cooperatively cataloged by LC and NLM. The NLM data is printed as a separate paragraph under the LC tracing. In this case, the LC number is a class number only, in brackets, and is accordingly coded in the I-Field 'ca'. The large brackets are deleted. The local call number is different from both the LC class number and the NLM call number (QZ206.A496c 1967), so all three must be input.



TK
7870
.B37

Beatty, Robert William, 1917-

Microwave attenuation measurements and standards [by] Robert W. Beatty. Washington, U. S. Dept. of Commerce, National Bureau of Standards; for sale by the Supt. of Docs., U. S. Govt. Print. Off., 1967.

iv, 45 p. illus. 24 cm. (National Bureau of Standards monograph 97)

Bibliography: p. 42-45.

1. Microwaves. I. Title. (Series: U. S. National Bureau of Standards. Monograph 97)

S QC100.U556 no. 97 621.3813 66-62097
~~———— ————~~ Copy 2. TK7870.B37

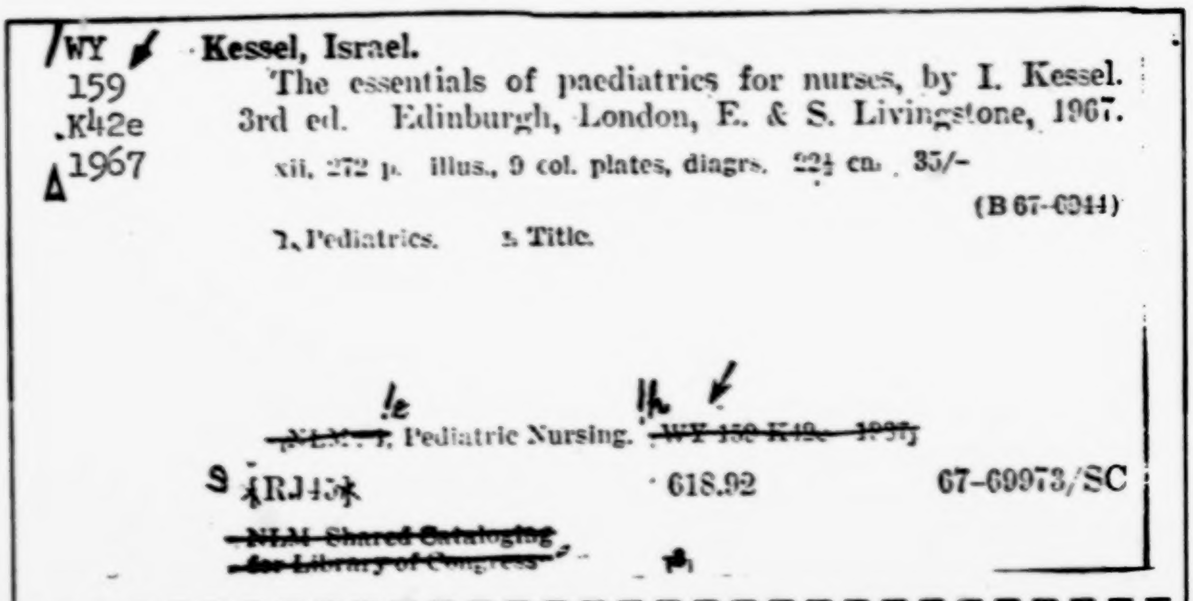
LC call no. for collected set

LC copy statement for analytic copy

This card shows a frequent practice with monographic series in large libraries. LC retains two copies of each item in this series 'National Bureau of Standards monographs'. One copy is placed in a run of the entire series on the shelves, and given a uniform call number with a number corresponding to the monograph serial number to differentiate it from the others in the 'collected set'. The collected set call number is QC100.U556 no.97. The other copy is recorded as '----- --------Copy 2. TK7870.B37' and is shelved in that LC class, which is a subject area corresponding to the precise topic of this individual monograph. The LC copy 2 call number is identical to the local library call number here, but it is not deleted.

CALL NUMBERS - LOCAL, LC, NLM

EXAMPLES:


WY
159
.K42e
Δ1967

Kessel, Israel.

The essentials of paediatrics for nurses, by I. Kessel. 3rd ed. Edinburgh, London, E. & S. Livingstone, 1967.

xii, 272 p. illus., 9 col. plates, diagrs. 22½ cm. 35/-

(B 67-6944)

1. Pediatrics. I. Title.

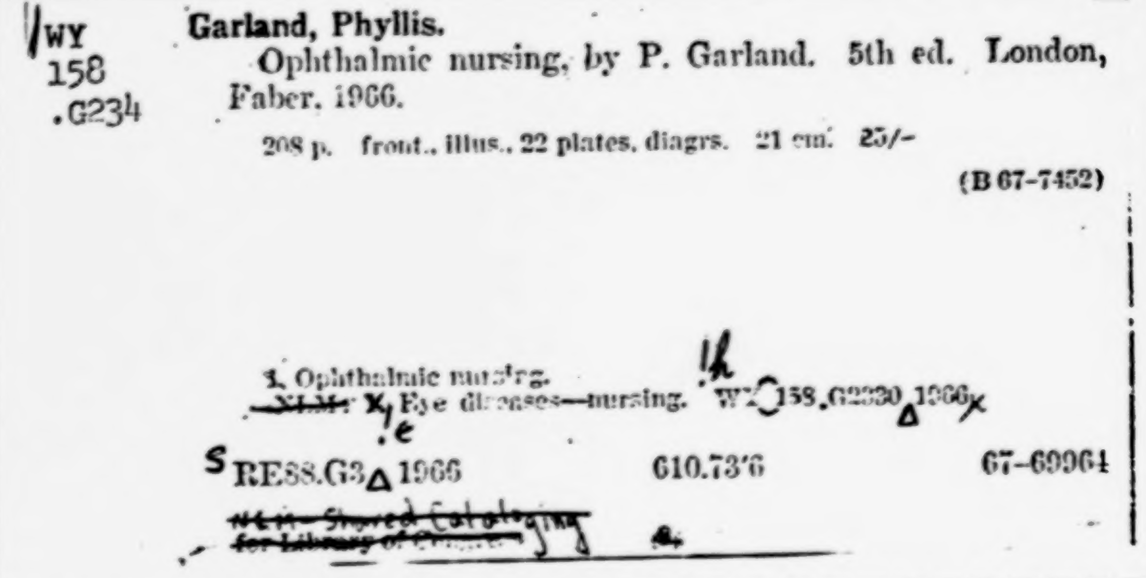
!e !h

~~NLM: 1.~~ Pediatric Nursing. ~~WY 159 K42e 1967~~

S [RJ45] 618.92 67-69973/SC

~~NLM Shared Cataloging for Library of Congress~~

This is an example of a shared cataloging record with only an NLM tracing. The local call number is identical to the NLM call number (WY159.K42e 1967). The treatment of the NLM call number is the same as if it were an LC call number to which the local call number is identical, except that the NLM call number is coded !h.


WY
158
.G234

Garland, Phyllis.

Ophthalmic nursing, by P. Garland. 5th ed. London, Faber, 1966.

208 p. front., illus., 22 plates, diagrs. 21 cm. 25/-

(B 67-7452)

1. Ophthalmic nursing.

!h

~~NLM: 1.~~ Eye diseases—nursing. WY 158.G2330 Δ 1966

!e

S RE88.G3 Δ 1966 610.73'6 67-69964

~~NLM—Shared Cataloging for Library of Congress~~

Here is a shared cataloging record which is held by LC, hence there is a full LC call number rather than an LC class number only, in brackets. The local call number differs from both the LC call number and the NLM call number in this case, so all three must be input.

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